# AFCOS/STANFINS FOR ARNG

# Manual

**ARNG Financial Services Center**

**NGB-ARC-F**

**7 October 2003**

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# SECTION 1

# OVERVIEW

The purpose of this User's Manual is to provide detailed instructions on how to operate and perform the processes for the interface between AFCOS and STANFINS.

This User's Manual is a "Living Document". As such, it will continually be improved as the USPFOs work with it and systems improvements are implemented.

The AFCOS interface with STANFINS is an automated system designed for the USPFO Accounting Section to perform the following functions:

- Manage, add, change, and delete Accounting Processing Codes (APC) in both the AXW and candidate master files.
- Provide a transaction "Staging Area" for the State Automated Budget System (SABS) annual funding and allotment transactions.
- Provide a transaction "Staging Area" for the AFCOS reservations/commitments.
- Provide a transaction "Staging Area" for the obligation adjustment transactions.
- Provide a transaction "Staging Area" for obligation adjustments for payments in CAPS/IATS.
- Provide a transaction "Staging Area" for the AFCOS deobligations created from order revocations.
- Provide a transaction "Staging Area" for the SARRS F09 obligations.
- Verify that obligations exist for D06 transactions and CAPS/IATS payments (prevalidation) before they are loaded into STANFINS.

- Maintain Program Manager (PM) fund balances and transaction ledgers.

- Access and maintain an Unliquidated Report.

- Maintain a complete history, available for research, of all transactions that enter STANFINS.

- Provide system security to prevent unauthorized users from gaining access to the AFCOS interface with STANFINS.

- Create the initial APC Candidate file required to begin STANFINS processing at the beginning of the FY.

- Validate annual funding, allotment, deobligation, F09, and commitment data entry to ensure transactions are valid.

- Provide a tool to easily identify and create obligation adjustments for NULOs and obligations requiring adjustment.

- Provide standard menu selection to send and receive FTP sessions.

- Provide many of the same validation tables used in STANFINS.

- Provide explanation of non-AFCOS/STFMenu Processes And Responsibilities

# SECTION 2

# GETTING STARTED

**2-1. Experienced AFCOS Users.** If you are an experienced Automated Fund Control Order System (AFCOS) user, you will feel right at home with the new AFCOS interface with STANFINS. The interface was written with the same look and feel of AFCOS to make it easier for users in the USPFO financial management community to shift from one system to another. If you are an experienced AFCOS user, briefly read over this section and then proceed to Section 3 System Parameters.

**2-2. First Time on the HP9000 Computer.** If this is your first experience with the HP 9000 Computer, there will be a high learning curve for you. At the start, navigating the interface will feel awkward. However, after spending just a little time on the system, navigating will become second nature to you.

**2-3. Definition of Terms Associated with Keyboard Functions.** The following list defines most of the common terms used throughout this manual associated with keyboard functions. It is important to review and understand these terms before operating the interface.

- **FIELD** - Data within a field corresponds to a **column** in the database tables. The field name prompts users as to the type of data to be entered. Entries in certain fields cause other fields to be automatically populated by data elements from within or accessed by the AFCOS programs.

- **RECORD** - A group of fields make up a record. One complete screen, or a single row of data in a columnar screen is normally one record, however one input screen could include fields from several records.

- **CURSOR** - The position of the cursor identifies the current field being entered.

- **QUERY** - A query retrieves records from the database. After performing a query, users can review, alter

**(UPDATE)** or delete **(REMOVE)** the record as required. This is a combination of **SELECT**ing and **FIND**ing records meeting certain criteria. See Table 2-1 for instructions on performing a **QUERY** (**Enter Query Mode** and **Execute Query**)

- **UPDATE** - Modify or change any of the fields of data in a previously queried record. Updated records must be **committed** after modification is complete. Before a record can be updated, it must first be retrieved using the **QUERY** function.

- **INSERT** - Insert a record after completing all data fields to add a new record or records to the database. Inserted records must be **committed** after input is complete.

- **REMOVE** - Deletes a **QUERY** (queried) record from the database. Records must be **committed** after removal.

- **COMMIT** - Comparable to saving a word processing file, this saves or "commits" a new or updated record or removes a record permanently from the database.

- **BLOCK** - A block defines all input screens available within any given menu selection. See definitions for these functions: **CLEAR BLOCK, MENU, PREVIOUS SCREEN** and **NEXT SCREEN.**

- **List of Values** – Many fields on the input screens have a drop down list that will display the valid entries for the field and allow the user to select a valid entry from that list. Pressing the List of Values key will display the drop down list.

**2-4. Keyboard Functions.** Users control input and review processing with function keys. Examples used in this guide are for a PC emulating VT220 keys in WINDOWS®. The Director of Information Management (DOIM) or Data Processing Activity (DPA), depending on individual site preference, provides keyboard emulation software and layouts for personal computers. Figure 2-1 reflects the function and its associated keystrokes.

| FUNCTION | KEYS | EXPLANATION OF FUNCTION |
|---|---|---|
| **SHOW FUNCTION KEYS** | **CTRL+K** | Hold these keys down together. Provides a list on the screen of all HP function keys with abbreviated explanations. Not all of the key combinations displayed work with the VT220 emulation in Windows NT. The keystrokes identified in this body of text should be adhered to. Any other keyboard emulation used will be supported by your state's DOIM or DPI. |
| **(display) MENU (of input forms)** | **CTRL+B** | Pressing these keys together displays the input screens available from a menu selection. Move the cursor to the desired input screen and press the <ENTER> ↵ key to select that input screen for use, or press the <F4> key to return to the current input screen. |
| **HELP (for current field)** | **ESC H** | Press **ESC** then **H.** Displays a help screen for the current field. There are 48 programming characteristics for each field; this screen displays indicators and values for fields, whether the field is a required input and other items of information about that field. |
| **LIST FIELD VALUES** | **ESC L** | Press **ESC** then **L.** This combination lists values for fields with data limitations common to all users. |
| **(Move to) PREVIOUS FIELD** | **F1+TAB** or **F12** | Hold these keys down together. Moves cursor to previous field (on current screen). |
| **CLEAR ITEM (current field)** | **F1 I** | Press **F1** then **I .** Pressing these keys clears the current field only. |
| **CLEAR RECORD (all fields on current input form)** | **ESC R** | Press **ESC** then **R.** Press these keys to erase the input from the screen (form) displayed. This does not delete the record. Use the ESC R function keys. |
| **CLEAR BLOCK** | **ESC B** | Press **ESC** then **B**. Pressing these keys erases ALL previously inserted, updated or deleted records that were not committed. **This function is not normally used.** |
| **INSERT NEW RECORD** | **ESC I or INSERT F7** | Press **ESC** then **I.** Inserts a record without committing the previous record to allow continued input. This is commonly followed by the Duplicate Previous Record function **<ESC / D>** to use the same input screen and data, requiring only minor changes to the previous record. |
| **DUPLICATE PREVIOUS RECORD** | **ESC D** | Press **ESC** then **D.** Duplicate previous record - After inserting a record, press the **<ESC>** key then the letter **D** to copy the last record and change fields as necessary. |
| **COMMIT A RECORD** | **F3** | Saves a record after required fields are complete. The recommended method is to ***commit*** every record. You cannot exit an input screen (form) without being asked to commit the changes you made. |
| **REMOVE PREVIOUSLY COMMITTED RECORD** | **ESC R** | Press **ESC** then **R.** Deletes a previously committed record after being retrieved through a query. ***Commit*** the removal after completed |
| **ENTER QUERY MODE** | **ESC S** | Press **ESC** then **S.** Enters the ***query*** mode within ORACLE. Press these keys to begin the query, enter known data in the proper fields and execute the query (see following). |
| **EXECUTE QUERY** | **ESC F** | Press **ESC** then **F.** This function finds the records identified that match the query data entered. Pressing the **<ESC / F>** keys while in an input form without entering any data fields retrieves all records for that particular form. |

**Figure 2-1**

| FUNCTION | KEYS | EXPLANATION OF FUNCTION |
|---|---|---|
| **COUNT QUERY HITS** | **CTRL+ H or F8** | Hold these keys down together. Count Query Hits. This function performs a query without actually retrieving the records. Pressing the **<Ctrl H>** key displays, on the status line, the number of records matching the query. |
| **NEXT SET OF RECORDS** | **ESC N** | Press **ESC** then **N.** Next set of Records. In columnar query screens like Travel History or Active Duty History Query, pressing the **<ESC N>** keys scrolls the user forward to the next full screen of records. |
| **CHARACTER REPLACE / INSERT** | **CTRL+ A** | Hold these keys down together. The normal operation is in the ***Replace*** mode (same as a word processing overwrite function). ***Replace*** allows a character to be replaced or overwritten to replace or correct original input. Pressing **CTRL A** places the user in the ***Insert*** mode, which causes all characters to be moved from the cursor forward within the field. |
| **NEXT SCREEN** | **CTRL+ N** | Hold these keys down together. This function allows you to move to the next screen display within the block of input screens. |
| **PREVIOUS SCREEN** | **F1 P** | Press **F1** then **P.** This function allows you to move to the previous screen display within the block of input screens. |
| **Left Arrow** | | Allows movement *backward* **within the field**. |
| **Right Arrow** | | Allows movement *forward* **within the field**. |
| **Up Arrow** | | Moves to the previous **record**. |
| **Down Arrow** | | Moves to the next **record**. |
| **EXIT (and) CANCEL INPUT** | **F4** | Using this function takes the user out of any input screen or cancels an unexecuted query. If records were inserted without being committed, a statement is displayed on the status line **asking "Do you want to save the changes you have made?"** with a default response of **(Yes)**. This precludes any accidental loss of input. |
| **CANCEL UNIX (report) FUNCTION** | **CTRL+ C** | Hold these keys down together. Stops the execution of a UNIX report generation process or exits from a UNIX screen before the process is started. |
| **WILD CARD** | **% or __** | Can be used in query mode when entering data. |
| **DISPLAY ERROR CODE** | **F1 F3** | Use this key combination when an error is encountered during input. Generally, there are two types of errors. User generated errors do not have an ORA-##. Review your input for the field being used. If you can't determine the reason or how to fix the error, contact the your Data Processing Activity.<br><br>ORACLE errors require DPI intervention and are rarely encountered. If an ORACLE error occurs, the error number is displayed in the status line at the bottom of your screen, i.e., ORA-00092 and a text message. Provide this number to the DPI when encountered for troubleshooting the error. A smaller screen displays the Structured Query Language (SQL) statement supporting that field and the ORACLE error statement. The area in which the ORACLE error occurred is identified by an upward pointing carat (^) under it. |

**Figure 2-1**

**2-5. How to Make Menu Selections.** The interface is menu-driven to give accounting personnel easy access to the available functions. Many references are made in this manual to accessing a menu selection. Two methods may be used to get into processing screens or provide access to subsequent menus. Once accounting personnel gain initial entry to the interface, the menu at Figure 2-2 will display. This master menu reflects all major functions used in the interface. Move the cursor (**>>==>**) up or down with the arrow keys until pointed at the desired menu selection, then press the **Commit** key to select the function. An alternate and easier process is simply typing the alphabetical or numeric menu selection (located between the "Choose Option" and "Menu Selection" columns) and pressing the **<ENTER>** key.

## AFCOS Interface with STANFINS Main Menu

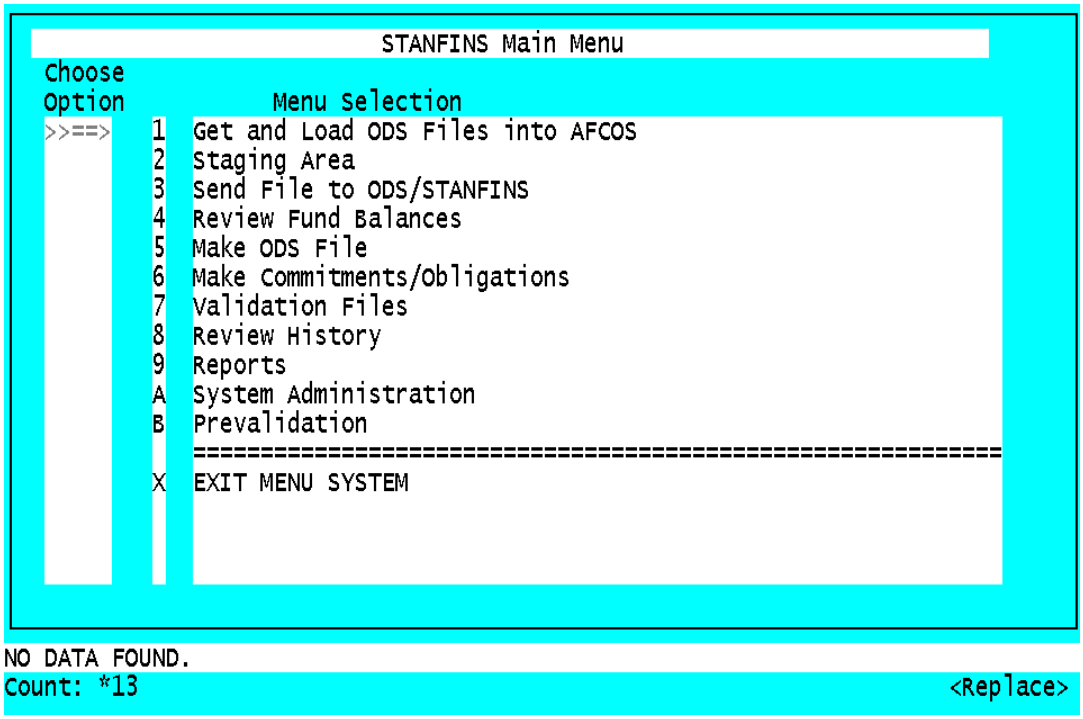



**Figure 2-2**

**2-6. Performing Functions in the HP Environment.** There are seven major repetitive functions that make up the bulk of the processes in the system. It is extremely important that you quickly become familiar with these functions. The functions are:

- **Commit**. Once data is updated, inserted, or removed on an input screen, the data must be made permanent (committed) by pressing the **Commit** key. The **Commit** key is normally the **F3** key but might be different at your site.

- **Insert**. To add a record using an input screen, you must press the **Insert** key prior to adding the data on the screen. The **Insert** key is normally the combination of **ESC** key and **I** key (press the ESC key followed by the I key).

- **Select Query**. To allow you to filter records being displayed on a form, press the **Select Query** key. This will allow you to only display the record(s) you want to view. The **Select Query** key is normally the combination of **ESC** key and **S** key (press the ESC key followed by the S key).

- **Execute Query**. To retrieve records that require update or removal of previous input, press the **Execute Query** key. The **Execute Query** key is normally the combination of **ESC** key and **F** key (press the ESC key followed by the F key).

- **Remove**. Press the **Remove** key to remove previously committed records. To remove a record, press the **Select Query** key, enter your filter information, press the **Execute Query** key, press the **Down Arrow** key until you locate the record you want to remove, press the **Remove** key, and then finally press **Commit** to permanently removed the record. The **Remove** key is normally the combination of the **ESC** key and **R** key (press the ESC key followed by the R key).

- **List of Values** – Many fields on the input screens have a drop down list that will display the valid entries for the field and allow the user to select a valid entry from that list. Pressing the List of Values key will display the drop down list. The **List of Values** key is normally the combination of the **ESC** key and **L** key (press the ESC key followed by the L key.)

- **Update**. There is not an **Update** key. Instead, you locate the record you want to update by pressing the **Select Query** key, enter your filter information, press the **Execute Query** key, press the **Down Arrow** key until you locate the record you want to update, press the **TAB** or **Return** key until you get to the data you want to change, and then simply type over the data you want to change. Once you have changed the data, press the **Commit** key to permanently update the record.

**2-7. Security of the System.** System security within the interface is divided into multiple layers. The first security layer is assigning ORACLE and UNIX passwords for the interface to ensure secure access to the HP operating system. The USPFO Data Processing Activity System Administrator and Database Administrator will assign these logon permissions. Once you get through the initial layer, you will be presented with the interface security layer. The Supervisory Accountant controls this layer of security. Normally, accounting personnel will be the only personnel that should have access to the interface, but there could be an occasion when the Supervisory Accountant might appoint a backup person to perform his or her functions in their absence. In this case, the Supervisory Accountant would assign a logon to allow access to the interface.

**2-8. Role of the AFCOS System Administrator.** The AFCOS System Administrator (SA) does not play any role in the AFCOS/STANFINS interface.

**2-9. Role of SABERS.** SABERS does not play any role in the interface. The interface does not access SABERS tables.

**2-10. Role of SABS.** SABS accesses the interface's validation tables to ensure funding targets are only issued to valid accounts established in STANFINS.

**2-11. Accessing the Interface.** Once you have gained access to the HP 9000, simply select **stfmenu** and then press the **<Enter>** key. The AFCOS Interface with STANFINS Main Menu at Figure 2-3 will appear.

**AFCOS Interface with STANFINS Main Menu**

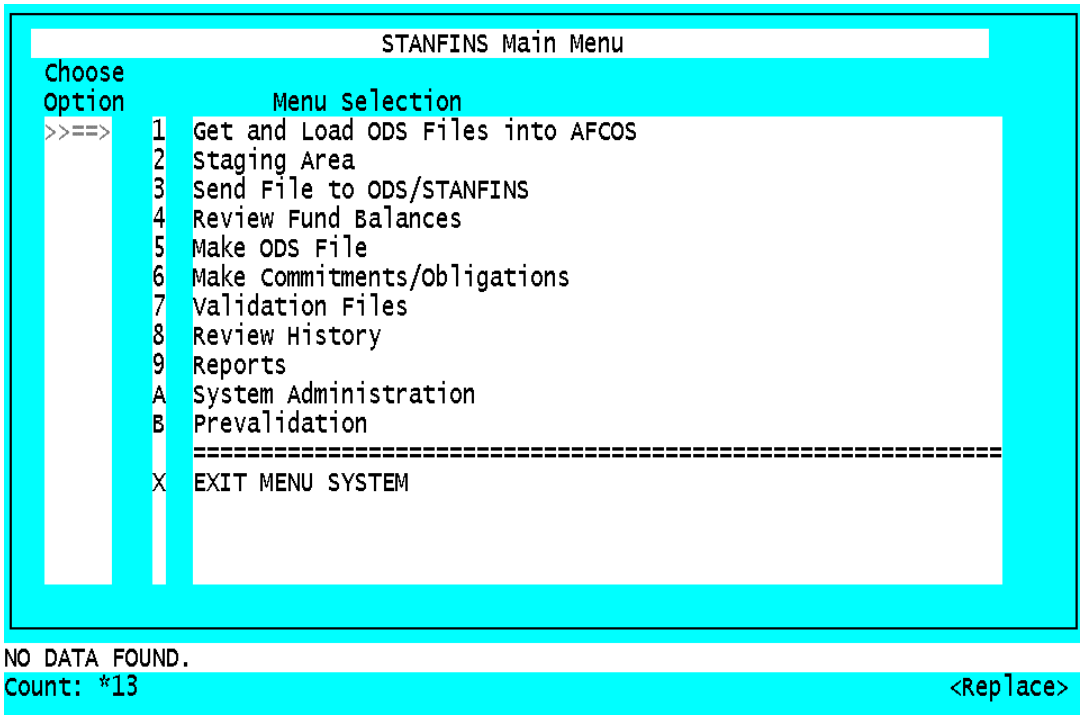



**Figure 2-3**

**2-12. AFCOS interface with STANFINS Menu Explanation.** The Interface Menu selections are placed on the menu for the convenience of the accountant to navigate the interface; however, the placement of the selections on the menu does not lend itself to a step-by-step explanation. This manual will explain the selections one at a time in the order most beneficial to the accountant who is new to the interface.

# SECTION 3

# SYSTEM PARAMETERS

**3-1. Required System Information.** The AFCOS / STANFINS interface needs to know some basic information about who you are, where you are located, and whether or not you have access to the menu. This section will explain the required information and how to enter that information into the system parameters.

**3-2. USPFO System Parameters.** The System Parameter input screen provides information about where you are located. To establish the system parameters, select **A System Administration** and then **3 Set System Parameters** from the STANFINS main menu. The screen at Figure 3-1 will appear.

**Establish System Parameters Screen**

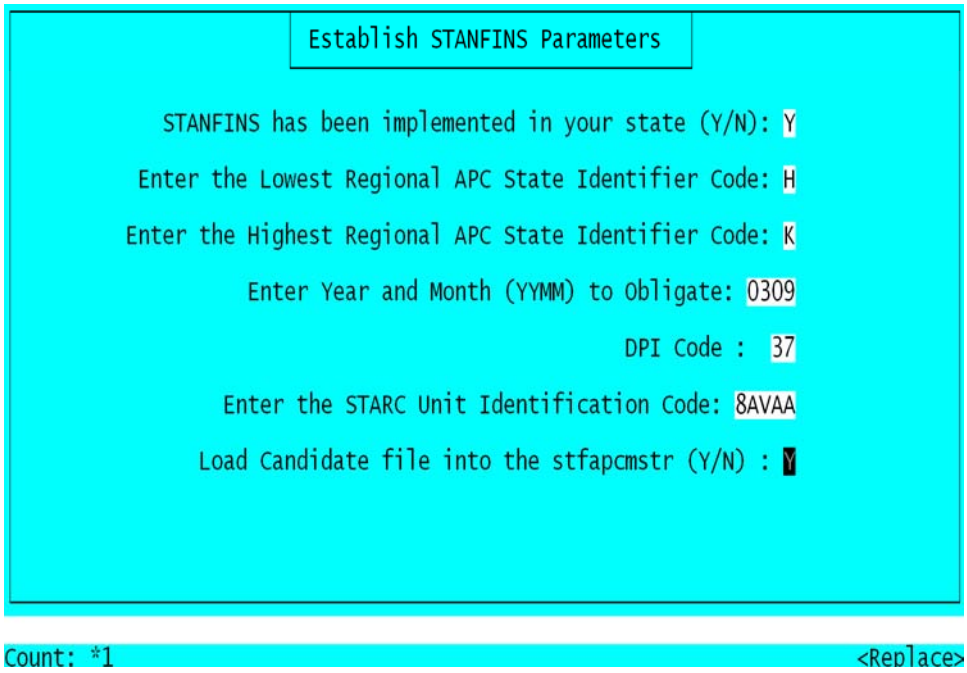



**Figure 3-1**

**3-3. Definition of Fields on the Establish STANFINS Parameter Input Screen.** The Supervisory Accountant must establish the STANFINS parameters before any processing can

begin. The following is an explanation of the fields on the Establish STANFINS Parameter Input Screen:

- **STANFINS has been implemented in your state (Y,N)** – If you have implemented STANFINS in your state, enter Y. If not, enter N.

- **Enter the lowest regional APC State identifier Code** – Enter the first character that you want assigned to your APC. Each state was assigned two characters for their APCs. For example, Indiana = H and K. Indiana would enter H in this field. Alabama = A and B. Alabama would enter A in this field. Oklahoma = Y and Z. Oklahoma would enter Y in this field. Pennsylvania = 1 and 2. Pennsylvania would enter 1 in this field. North Carolina = N and P. North Carolina would enter N in this field. It is very important you do not make a mistake here. This is one of two characters that will be used to create your APCs. If you are not sure which identifier has been assigned to your state, review Appendix A for a complete state regional APC identifier list.

- **Enter the highest regional APC State identifier Code -** Enter the second character that you want assigned to your APC. Each state was assigned two characters for its APCs. For example, Indiana = H and K. Indiana would enter K in this field, Alabama would enter B, Oklahoma would enter Z, Pennsylvania would enter 2, and North Carolina would enter P in this field. This is the second character that will be used to create your APCs. If you are not sure which identifier has been assigned to your state, review Appendix A for a complete state regional APC identifier list.

- **Enter Year and Month to Obligate** -- Enter the accounting year and month in format YYMM. This date is used to determine which AFCOS commitments should be moved into the Staging Area for obligation. For example, October 2003 would be entered as 0310. This date must be changed before the start of each new month.

- **DPI Code** -- Enter your DPI Code as follows: 37 = DNO, 38 = Rome, 44 = Orlando, and 45 = Lawton, 49 = Lawton (Pacific)

- **Enter the STARC Unit Identification Code** –enter the Unit Identification Code for your State Area Command. For territories it will be your TARC (Territory Area Command) UIC.

- **Load Candidate file into the stfapcmstr (Y/N)** - This feature is only for states that were on STANFINS last year. If you have submitted a candidate file, but not yet received your first AXW file for the year, enter **Y**. See paragraph 4-1 for a description of the AXW file. Once you have loaded your first AXW file, you must change this to a **N**. If you don't, your candidate file will overwrite your AXW file. Non-STANFINS states should leave the **N** default.

**3-4. Establish System Permissions.** Besides the normal security provided by RCAS, UNIX and Oracle, the AFCOS / STANFINS interface module has its own security. When the user selects STFMENU, a login screen will appear. An illustration of the login screen is at Figure 3-2 below. The password that is entered on this screen is verified with the valid users established by the Supervisory Accountant. If the password is valid, the user will be presented with the main menu. If the password is invalid, the user will not be allowed to proceed.

## User Access Control Screen

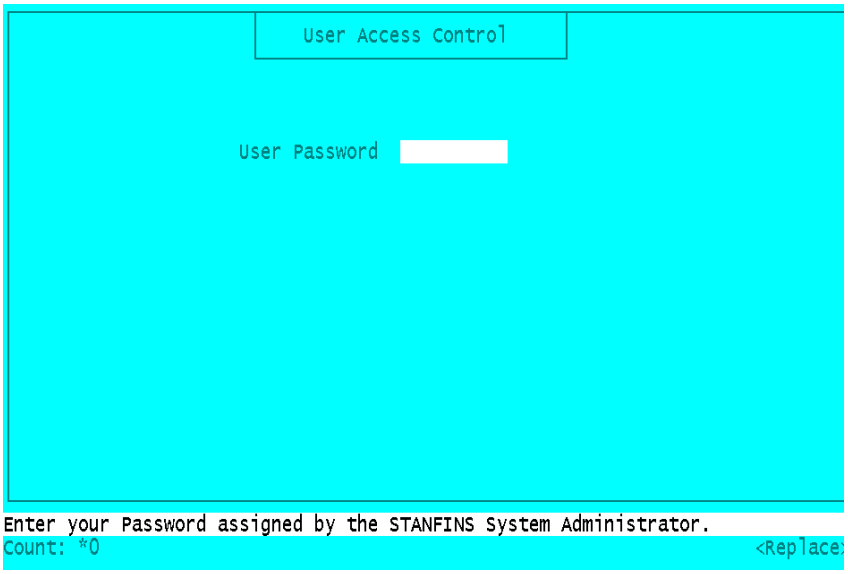



**Figure 3-2**

**3-5. How to Maintain User Permissions.** Only USPFO accounting personnel should have access to the STFMENU. To add, change or remove a user, select **A System Administration** and then **1 Establish User/Password** from the STANFINS main menu. The screen at Figure 3-3 below will appear. To add a user, press the **Insert** key and add the required information as outlined in paragraph 3-6 below. To update permissions for a user, press **Execute Query**, scroll through the names by pressing the **Down↓ Arrow** key, update the permissions once the user is found, and then press **Commit**. To remove a user, press **Execute Query**, scroll through the names by pressing the **Down↓ Arrow** key, press the **Remove** key after the user is found, and then press **Commit**.

**Establish User Permissions Screen**

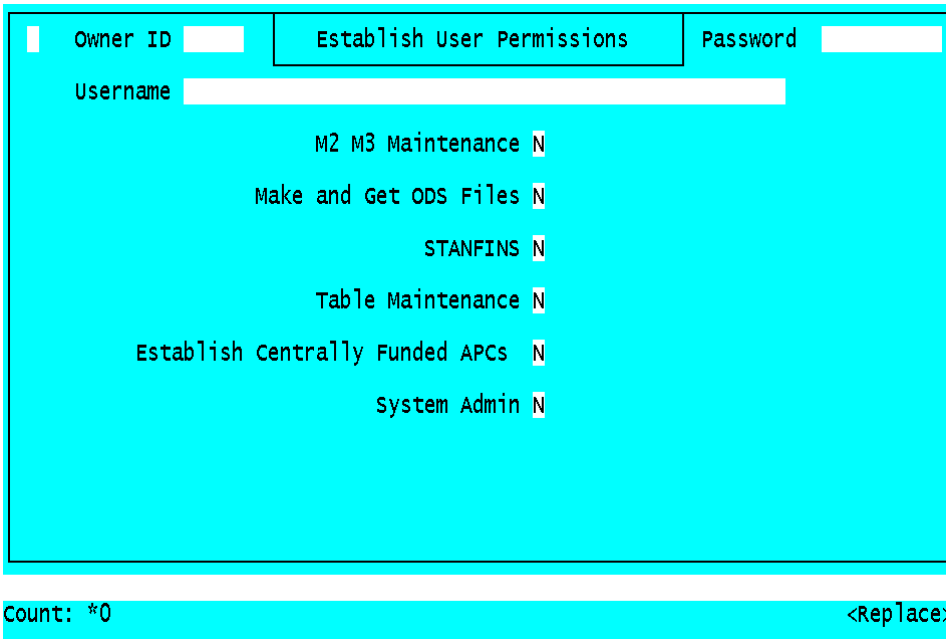



**Figure 3-3**

**3-6. Explanation of Establish User Permission Input Screen.** The following is an explanation of the fields on the Establish User Permission input screen:

- **Owner ID** - Owner identification identifies the accountant using the system. The ID may be alpha or numeric.

- **Password** - Password that is assigned to the owner id. When the cursor is not in the field, the password will be encrypted. Do not assign a password that is associated with the individual requiring access. For example, do not use the first name as a password. Obviously, it would not be too hard to figure out what all the passwords are if you use the first name. To see the password, the cursor must be located in the password field. Passwords should be changed at least quarterly or whenever a password has been compromised.

- **User Name** - Enter the user's name in clear text i.e. John Doe.

- **M2 M3 Maintenance -** Enter **Y** if you want the user to have APC maintenance capabilities. It is recommended that only one or two users have access to APC maintenance.

- **Make and Get ODS Files –** Enter **Y** if the user is to have capability of getting, making, and sending ODS files.

- **STANFINS** - Enter **Y** if the user is to have access to the STFMENU menu. If a user is leaving the office for an extended period of time, change the STANFINS field to **N**.

- **Table Maintenance** - Enter **Y** if you want the user to have the capability to recover unused APCs, destroy all records in M2 M3 Maintenance table, destroy records in the obligation adjustment table, and create an IATS APC file.

- **Establish Centrally Funded APCs** - Enter **Y** if you want the user to have access to maintain the centrally funded APCs. It is recommended that only one or two users have access to this feature.

- **System Admin** - Entering **Y** will allow the user to update user permissions. It is recommended that only one person and a backup person have System Admin rights.

# SECTION 4

# LOAD ODS/STANFINS FILES INTO AFCOS

**4-1. Get and Load ODS Files into AFCOS.** ODS/STANFINS produces data files that are critical to the operation of AFCOS. For example, AFCOS uses the STANFINS APC Master File (AXW) to validate obligation and funding data entry and it uses the Fund Balance Master File (BXU) to provide fund balances to the fund managers. Each day, accounting personnel must PULL and then LOAD the required data files from ODS. AFCOS makes this task very simple. Simply select **1 Get and Load ODS Files into AFCOS** from the STANFINS main menu and then select **1 Get All ODS Files.**

## Get and Load ODS Files into AFCOS Screen

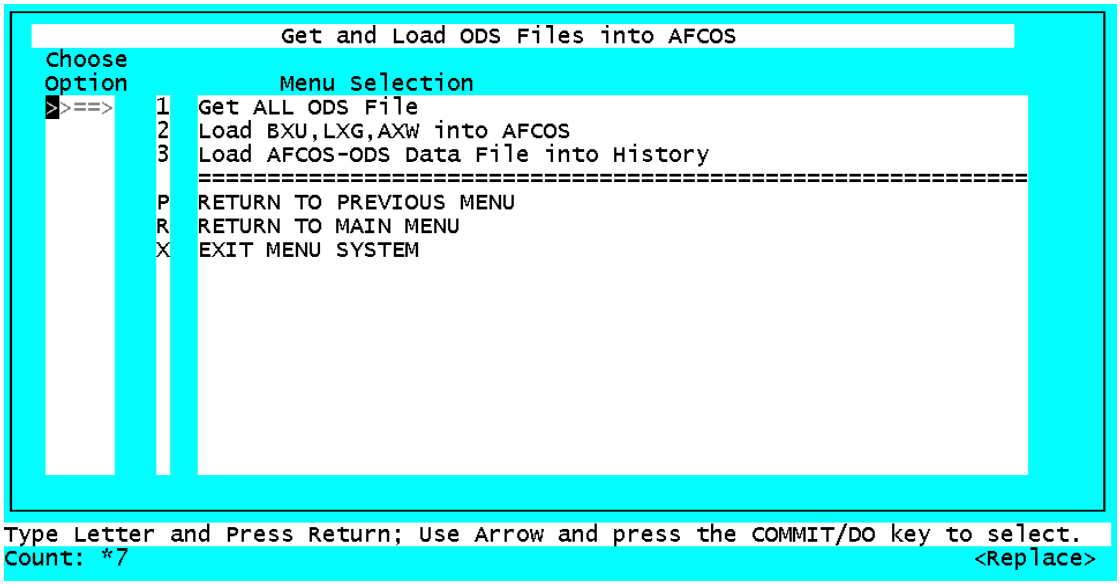



**Figure 4-1**

Once this selection is made, AFCOS will connect to ODS and then ask the user for his ODS FTP Username and password. Once entered, AFCOS will PULL down the files and then immediately load four files into AFCOS. The following is a list of files that will be downloaded along with a brief explanation of the file.

**BXU** – File contains the STANFINS fund balances by APC.

**LXG** – File contains the Unliquidated in STANFINS.

**AXW** – File contains the valid APCs used in STANFINS.

**AFCOS** – Each transaction that is processed in STANFINS is sent back to AFCOS in this file.

**4-2. How often should files be PULLED from ODS.** The process described in paragraph 4-1 above can be performed as many times a day as needed. The process will always pick up the current LXG, BXU, AXW, and AFCOS Transaction History File. The LXG, BXU, and AXW files are overlaid and are cumulative. The AFCOS Transaction History File contains all the transactions on each daily STANFINS cycle. Each daily AFCOS Transaction History File is a separate file. As a minimum, the procedures in 4-1 above should be processed each morning.

**4-3. Load BXU, LXG, AXW and AFCOS Transaction History into AFCOS.** As stated in paragraph 4-1, when you select **1 Get all ODS Files,** AFCOS pulls and automatically loads the BXU, LXG, AXW, and AFCOS Transaction History into AFCOS. There may be a time when you need to manually load these files into AFCOS without connecting to ODS. AFCOS has an additional feature that will load these previously downloaded files. Although this feature will seldom be used or may not be used at all, it is available. To load the BXU, LXG, and AXW into AFCOS without connecting to ODS, select **2 Load BXU, LXG, AXW into AFCOS.** Screen below will appear.

## Load BXU, LXG, AXW Screen

**Figure 4-2**

To load an AFCOS Transaction History into AFCOS, select **3 Load AFCOS-ODS Data File into History.** A selection input screen similar to the figure below will appear.

## AFCOS History File Selection Screen

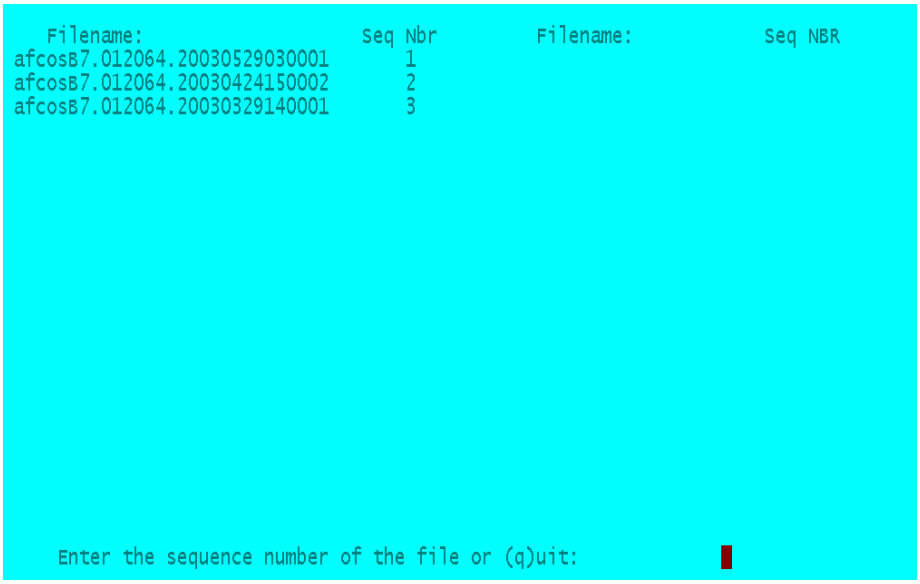



**Figure 4-3**

**4-4. Explanation of Data on the AFCOS Selection Input Screen.** To load a file, simply enter the Seq Nbr of the file you want to load. In this case, you would enter **1**. Once the file is loaded, select the next file. After all files have been loaded, enter **q** to quit.

**4-5. Purge ERRONEOUS AFCOS File from History Table.** From time to time, STANFINS might need to rollback and reprocess a STANFINS update. When this occurs, the AFCOS data from the erroneous STANFINS update must be destroyed. The records added to history from the file must be removed from the history table. AFCOS has a tool that completely automates this function.

**4-6. How to Purge ERRONEOUS AFCOS File from History Table.** To remove an erroneously posted file from the history table, simply select **A System Administration** and then select **2 Purge Erroneously Posted Transaction File.**

## System Administration Screen

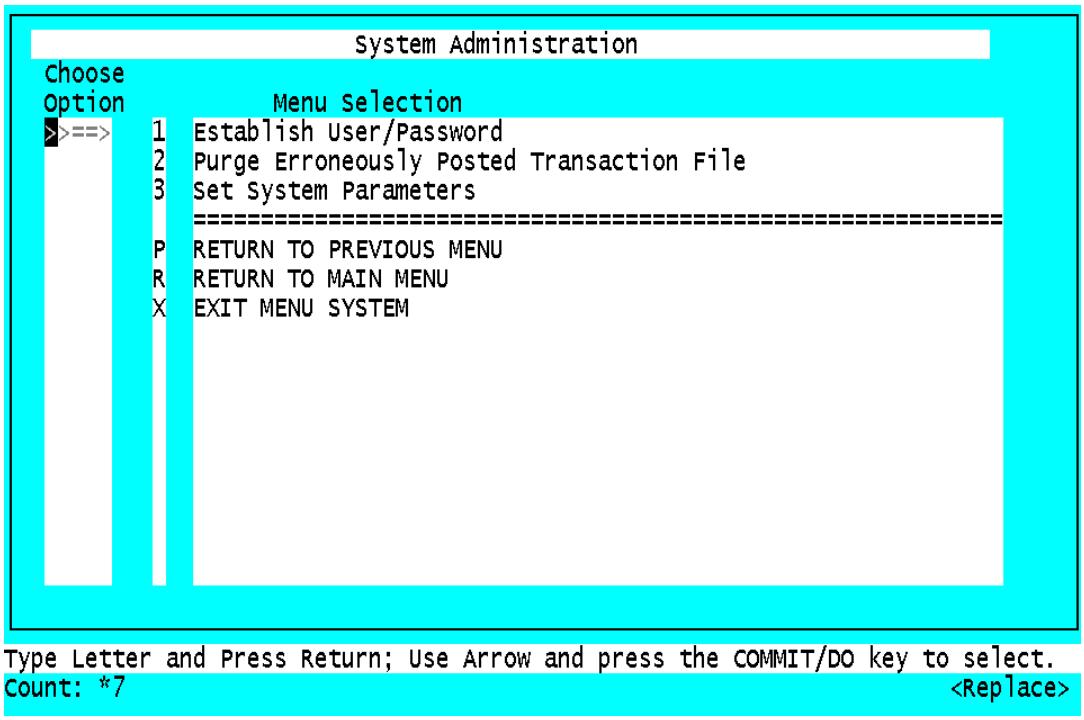



**Figure 4-4**

Once selected, AFCOS will display the screen at figure 4-4 below. With the cursor in the field "Date for History File Delete", press the **List of Values** key. A drop down list will appear displaying the dates of all the files that have been posted to the history table in descending sequence. Press the **Up↑ Arrow** and **Down↓ Arrow** key until you locate the date of the file you want to remove. After you locate the date and it is highlighted, press the **Return** key. Verify that the file name and the record count are correct. Enter **Y** in the field titled DEL. Press the **Commit** key. You will be presented with a popup alert box to verify your selection. Highlight your selection by using the **Arrow** keys. Press **Return.**

**STANFINS History Deletion Screen**

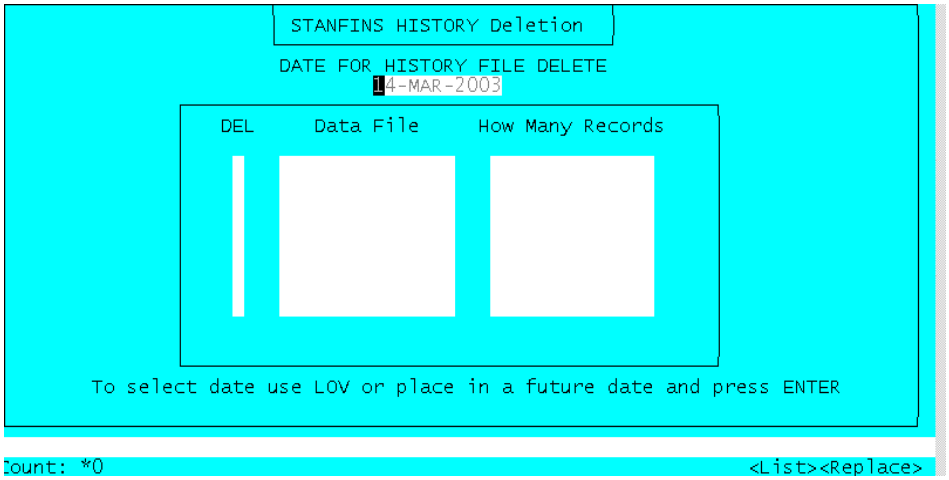



**Figure 4-5**

**4-7. How to Determine Which AFCOS Files Have Been Posted to History.** If at any time you need to know what AFCOS files have been loaded into history, select **A System Administration** and then select **2 Purge Erroneously Posted Transaction File.** With the cursor in the field "Date for History File Delete", press the **List of Values** key. A drop down list will appear displaying the dates of all the files that have been posted to the history table in descending sequence. See Figure below.

# STANFINS HISTORY Deletion with Drop Down Menu Screen

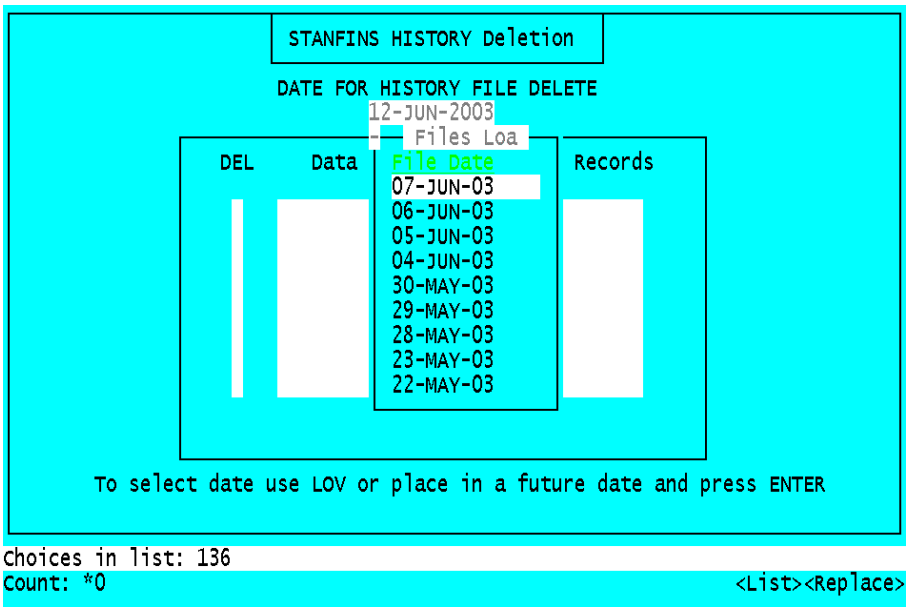



**Figure 4-6**

Press the **Down Arrow** ↓ to scroll through the dates. When finished, simply exit the screen.

# SECTION 5

# MAKE AND SEND FILES TO ODS/STANFINS

**5-1. Send Files to ODS / STANFINS.** Once accounting has reviewed, edited, and corrected the obligation adjustments, funding transactions from SABS, revocations from AFCOS orders, F09 transactions from SARS, commitments from AFCOS in the staging area, and obligation adjustments for CAPS/IATS, the records must be written to a flat file and FTP'd to ODS for further processing into STANFINS. AFCOS has a tool that completely automates this function.

**5-2. Make a File from the Staging Area.** To create a file from the staging area, select **5 Make ODS File** from the STANFINS Main Menu.

**STANFINS Main Menu Screen**

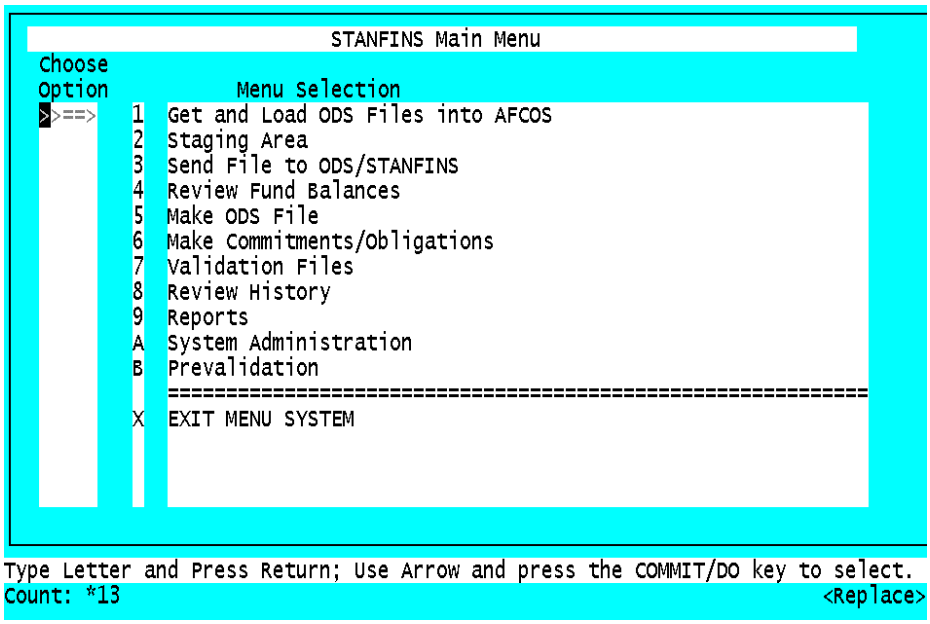



**Figure 5-1**

Once this selection is made, AFCOS will display a submenu with six "make file" options. The file options are 1) Make

ODS Funding File, 2) Make ODS Revocation File, 3) Make ODS Commitment File, 4) Make ODS F09 File, 5) Make ODS Obligation Adjustment File, and 6) Make ODS CAPS/IATS File.

## Make ODS File Screen

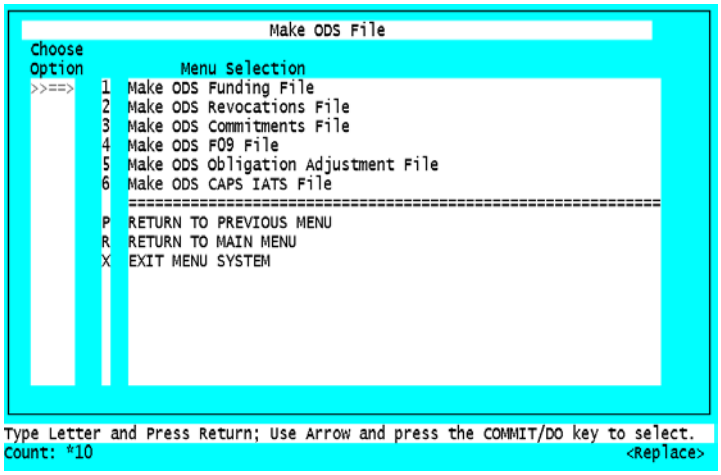



**Figure 5-2**

Select the file you want to create by selecting the appropriate menu selection. Once the process is completed, all valid records from the selected staging area will be removed and written to the flat file. The file name that is created is prefixed with the letters RESV followed by your state id and then followed by a date stamp.

### 5-3. Selecting the File to be Sent to ODS/STANFINS

Simply select **3 Send File to ODS/STANFINS** from the STANFINS Main menu.

## STANFINS Main Menu Screen

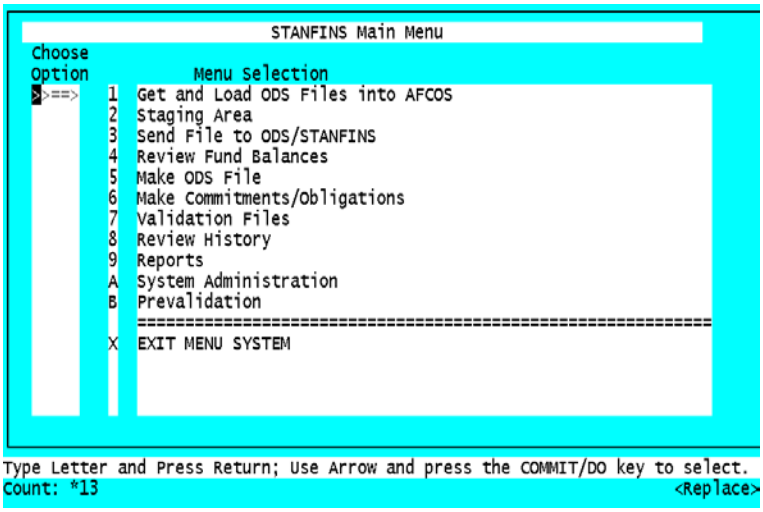


**Figure 5-3**

Once this selection is made, AFCOS will display the sample screen at figure 5-4 below. At this screen select **1 Send Commitments/Obligations/D06 File to ODS.**

## Send File to ODS/STANFINS Screen

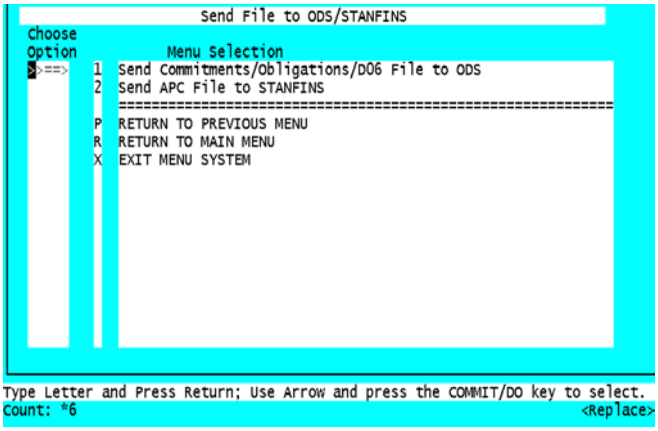



**Figure 5-4**

All available files ready for transmission to ODS will be displayed on the next screen.

## Data Files Ready to be Sent to ODS / STANFINS Screen

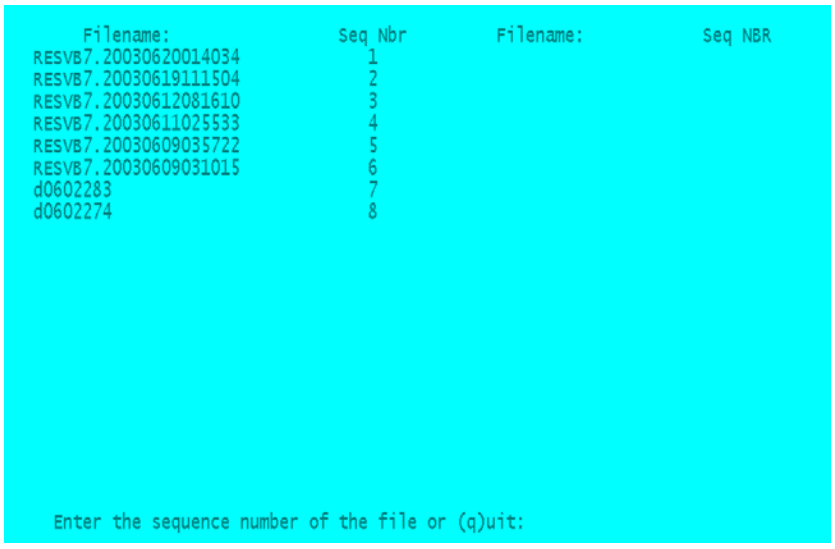



**Figure 5-5**

### 5-4. Explanation of Data on the Selection Input Screen

Files listed on this screen must be sent to ODS / STANFINS. Never allow these files to remain outside of AFCOS more than 24 hours. As soon as the file is created, it must be loaded into ODS so it can be processed in the next ODS Bridge Cycle to STANFINS. To send a file, simply enter the Seq Nbr of the file you want to load. In this case, you would enter **1**. Once the file is selected, you will be prompted to enter your ODS user ID and password. Once the file has been sent, you will be prompted to select the next file. After all files have been loaded, enter **q** to quit.

**5-5. Meeting Daily Cutoff for ODS.** Obligation file adjustments will be sent directly to ODS for processing. Meeting daily cutoff for ODS obligation files will ensure ODS obligation file availability for a STANFINS cycle the same day.

**5-6. Selecting an APC File to Be Sent to STANFINS.** APC files do not go through ODS. They are sent directly to STANFINS for processing. To send an APC File to STANFINS, select **3 Send File to ODS/STANFINS** from the STANFINS Main menu.

**STANFINS Main Menu Screen**

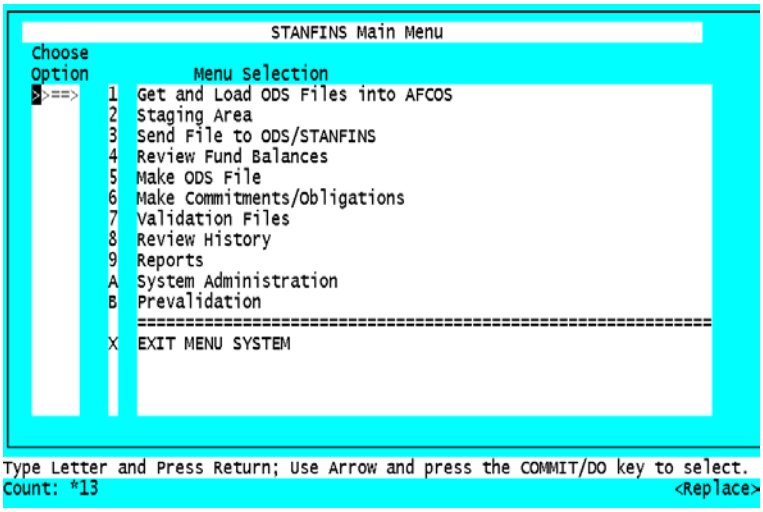



**Figure 5-6**

Then select **2 Send APC File to STANFINS.**

## Send File to ODS/STANFINS Screen

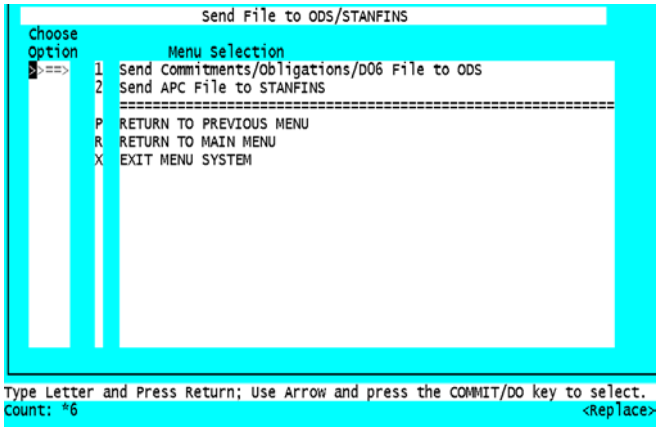



**Figure 5-7**

Once selected, AFCOS will display the sample screen at Figure 5-8 below. All available APC files that are ready for transmission to STANFINS are displayed on the screen.

## APC Files Ready to Be Sent to STANFINS

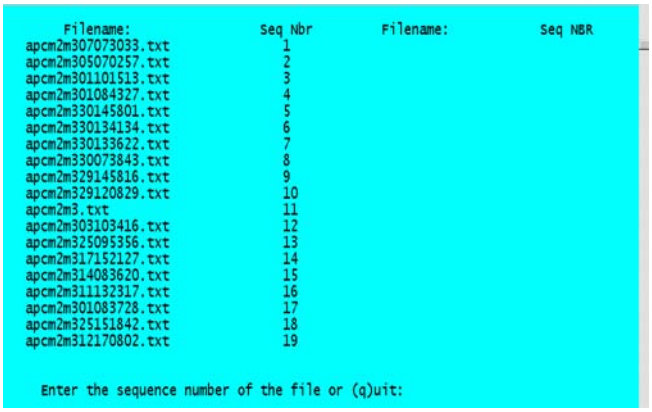



**Figure 5-8**

**5-7. Explanation of Data on the Selection Input Screen.** Files listed on this screen must be sent to STANFINS. Never allow these files to remain outside of AFCOS more than 24 hours. As soon as the file is created, it must be sent to STANFINS for processing in the next daily STANFINS cycle. To send a file, simply enter the Seq Nbr of the file you want to load. Once the file is selected, you will be prompted to enter your ASIMS User ID and password. Your

User ID must have FTP privileges. See figure below. Once the file has been sent, you will be prompted to select the next file. After all files have been loaded, enter **q** to quit.

## APC File Send Screen

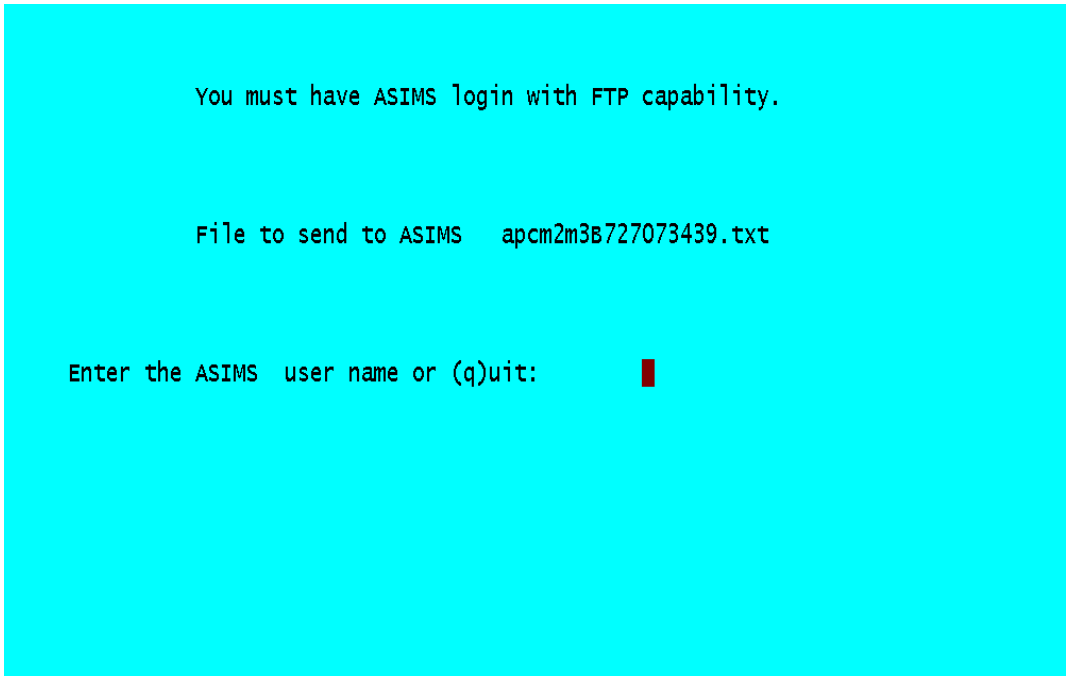



**Figure 5-9**

# SECTION 6
# STAGING AREA

**6-1. What is the Staging Area.** The staging area is simply a holding area outside of AFCOS and STANFINS. It is a place where transactions can be placed and then edited, updated, or deleted without interfering with any other AFCOS process. Currently, there are six different types of transactions in this staging area. They are AFCOS commitments, deobligations from AFCOS Order Revocations, SARRS F09 obligations, obligation adjustments, funding transactions from SABS, and CAPS/IATS obligation adjustment transactions. Each of the first five transactions is described in detail in the paragraphs that follow. The last one is described in Section 11.

**6-2. How Deobligation Transactions from AFCOS Orders Get into the Staging Area.** When a revocation is published in an AFCOS orders cycle for a funded order, AFCOS automatically writes the revocation data to the Revocation Staging Area.

**6-3. How Funding Transactions from SABS Get into the Staging Area.** When the Budget Officer issues a funding target to a PM, SABS automatically writes the funding data to the Funding (SABS) Staging Area.

**6-4. How F09 Obligations from SARS Get into the Staging Area.** SABERS processes the F09 as if they were going to be posted in SABERS. The F09 obligations are written to the FISTRAN where accounting edits and updates the records. Once the F09 obligations have been reviewed, the Document Control Number (DCN) is scheduled and processed for update in SABERS. Although the F09 transactions are processed through a SABERS update, the records do not get added to the SABERS tables. Instead, the F09 obligations are placed in the F09 Staging Area.

**6-5. How Obligation Adjustments from AFCOS Get into the Staging Area.** AFCOS can make obligation adjustments. This adjustment procedure is covered in more detail later in Section 7 of the manual. When accounting personnel choose

to make the adjustment, the adjustment is written directly to the obligation adjustment staging area.

**6-6. How Commitments from AFCOS Get into the Staging Area.** AFCOS creates numerous commitments from many different sources. A few examples are commitments generated from orders, direct PM input into the "Other Reservation" input screen, and the IDT Future Cost estimate. All of these commitments reside in AFCOS. Unlike the other staging areas, AFCOS commitments reside in AFCOS until accounting personnel PULL the commitments into the Staging Area. To pull AFCOS commitments into the staging area, select **2 Staging Area** from the STANFINS Main Menu.

**STANFINS Main Menu**

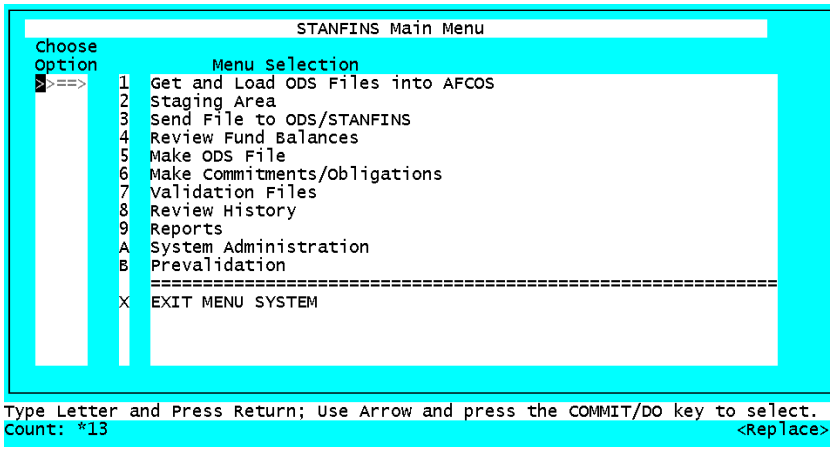



**Figure 6-1**

Then select **1 Move Commitments into Staging Area.**

**Staging Area Menu**

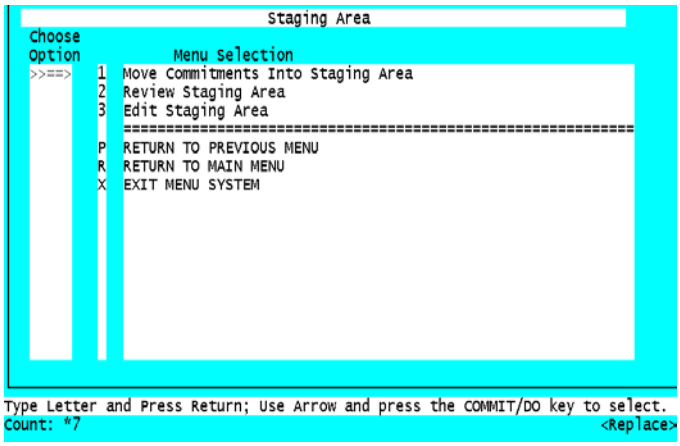



**Figure 6-2**

Once selected, a screen (Figure 6-3) will display identifying the current year and month to be pulled into the staging area. If the year and month are not correct, change the date using procedures described in Section 3 of this manual. Then **Commit** to move the records into the staging area.

**Place Commitments into Staging Area Screen**

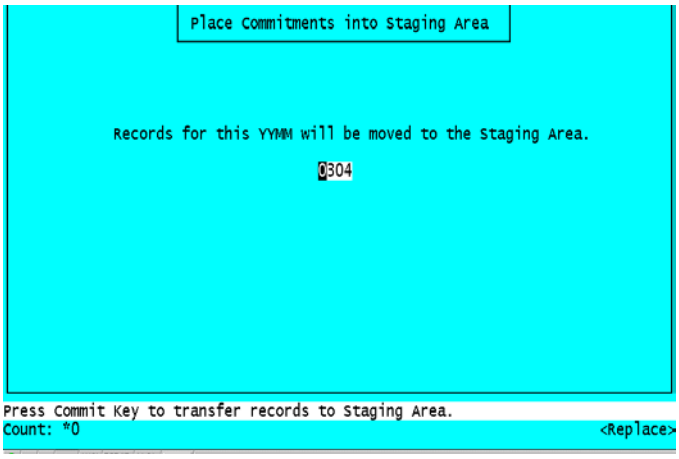



**Figure 6-3**

**6-7. Edit the Staging Area.** Before reviewing the records in the staging area, you should first edit them for errors. This editing process will separate out the errors in each staging area so that you may view them on separate menu selections. To perform the edit, select option **3 Edit Staging Area** from the Staging Area Menu (see Figure 6-2).

**6-8. Reviewing the Staging Area.** To begin reviewing all screens in the staging area, select **2 Review Staging Area** from the Staging Area Menu. Once selected, the screen at Figure 6-4 will appear.

# Staging Area Maintenance (Commitment) Input Screen

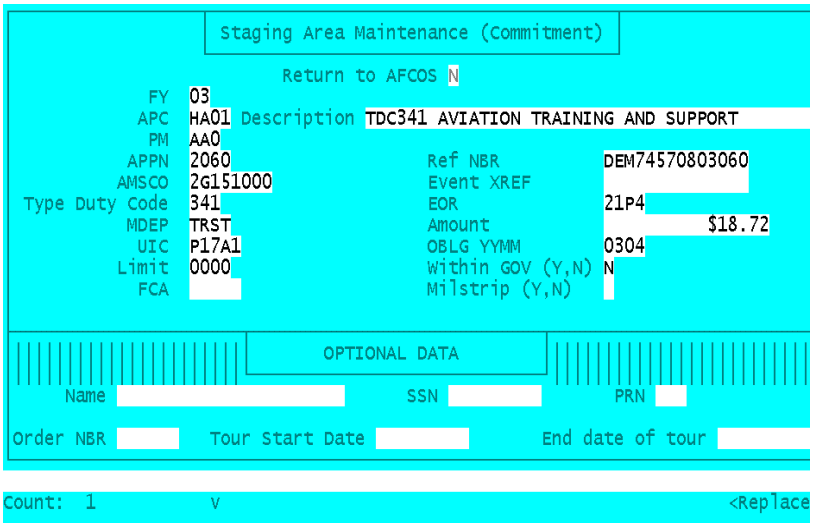



**Figure 6-4**

There are thirteen additional staging area input screens besides the screen illustrated in Figure 6-4 above. To review the other staging area input screens, press either the **Page Down** or **Page Up** keys until the desired staging area input screen is displayed. An alternative method to get to the desired staging area input screen is to press the **Ctrl b** keys. Pressing this key combination will display the menu screen at Figure 6-5 below. Select the desired staging area input screen by pressing the **Down Arrow**↓ key until the input screen is highlighted. Once highlighted, press the **<Enter>** key. Once the **<Enter>** key is pressed, the input screen you selected will appear.

# List of Staging Area Maintenance Screens

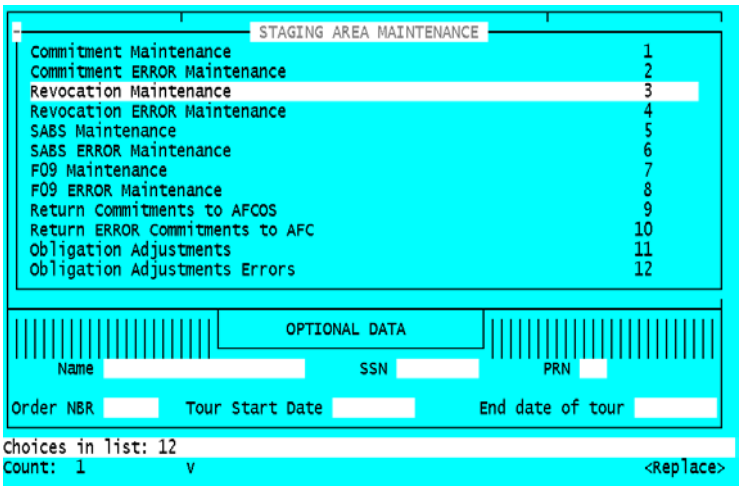



**Figure 6-5**

**6-9. Staging Area Input Screens.** There are fourteen different staging area input screens that were designed to help accounting personnel manage the staging area. As mentioned in paragraph 6-1, there are six different types of transactions in the staging area and there are fourteen screens in the staging area that are used to manage the transactions in the staging area. In the following paragraphs, each of the first twelve staging area input screens are described in detail. The last two (CAPS/IATS Maintenance and CAPS/IATS Error Maintenance) are described in Section 11.

**6-10. Two Screens Available for Each Staging Area.** There are at least two screens available to manage the transactions in each staging area. The primary staging area screen allows the accountant to review and modify all records in that particular staging area. The second screen allows the accountant to review and modify only those transactions that have been identified as errors. The staging area screen used to review the errors always has the word ERROR included in the title of screen.

**6-11. AFCOS Commitment Staging Area.** The term commitment is associated with the commitments that are produced within AFCOS. This would include commitments generated from funded orders, commitments generated through the inactive duty training (IDT) future cost process, and commitments entered directly into the AFCOS through the "Other

Reservation" input screen. Since all commitments come from AFCOS, there are options to return the commitments during the review process, return just the errors, and return them in mass. To review all records in the AFCOS Commitment Staging Area, select **2 Staging Area** from the STANFINS Main Menu (see Figure 6-1) and then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once selected, the screen at Figure 6-6 will appear.

## Staging Area Maintenance (Commitment) Input Screen

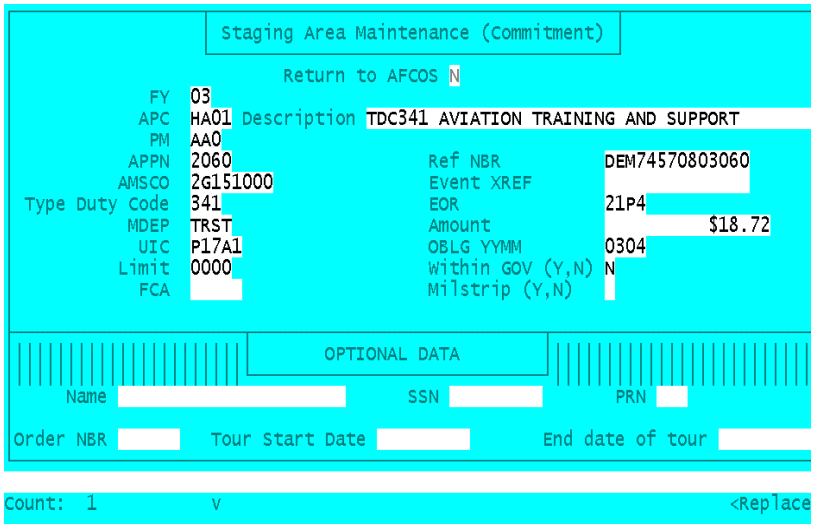



**Figure 6-6**

**6-12. Explanation of Staging Area Maintenance (Commitment) Input Screen.** Whether the transaction is a valid or invalid commitment, the transaction can be reviewed using this screen. To review or update a commitment in the staging area, you must first locate the desired commitment you want to update. This is accomplished by pressing the **Select Query**, entering filter information, and then pressing the **Execute Query** key. If you want to review all commitments in the staging area, simply use the **DOWN↓** and **UP↑ Arrow** keys to navigate through the records. The following is an explanation of the fields on the commitment input screen:

- **Return to AFCOS** - All commitments come from AFCOS. If you want to send the commitment back to AFCOS, enter **Y**.

- **FY** - Fiscal Year. Self-explanatory.

- **APC -** Accounting Processing Code (APC). APC must be valid in AFCOS for the FY. The APC controls the PM, APPN, AMSCO, Type Duty Code, MDEP, UIC, Limit and FCA. Changing the APC will affect these fields. For example, if the appropriation is wrong on the screen, it is because the APC is wrong. Change the APC, and the appropriation will change.

- **PM, APPN, AMSCO, Type Duty Code, MDEP, UIC, Limit and FCA -** These are display only fields. If the data in one of these fields is wrong, it is because the APC is wrong. Change the APC and the data in these fields will change.

- **Description –** a description of the APC. If a TDC is applicable, the description will begin with "TDC***".

- **Ref NBR** - Standard document reference number (SDN) assigned to the document. For miscellaneous reservations, this is locally determined by the PM or established by accounting procedures. If entering reservations from orders published by another state, use the SDN created by the order information. The SDN from an order is constructed as follows: first three characters of the individual's last name, last four numbers of the SSAN, the order number and (usually) a zero. If the order covers an active duty period less than 30 days, the 14th position must be a zero. If the order covers an active duty period in excess of 30 days, a monthly indicator should be entered in the 14th position. The month indicators are:

| | |
|---|---|
| A = October | G = April |
| B = November | H = May |
| C = December | J = June |
| D = January | K = July |
| E = February | L = August |
| F = March | M = September |

- **Event XRef** - Enter a cross-reference number if applicable to this reservation input.

- **EOR** - Element of Resource. This must be within appropriation / AMSCO limitations. EORs are found in 37-

100-XX (XX=FY). AFCOS contains the STANFINS EOR validation file. See Section 10 for an explanation of the EOR validation file. If the EOR is not in STANFINS, it cannot be used here.

- **Amount** - The amount of the commitment in dollars and cents, using the decimal point accordingly. Credits are entered with a preceding minus sign.

- **OBLG YYMM** - Year and Month the commitment must be obligated. PMs must ensure that the proper year and month are entered in this field.

- **Within Gov (Y,N)** - If funds being reserved are within the government, enter **Y**. The default value in this field is **N**. WIG indicator will be edited with the STANFINS EOR validation file. If the WIG indicator is not valid for the EOR, an error message will inform the user the WIG is not valid for the EOR.

- **Milstrip** - If an item is obtained through MILSTRIP (Military Standard Requisitioning and Issue Procedure), enter **Y**. The default value for this field is **N**.

- **Name, SSN, PRN, Order NBR, Tour Start Date, End Date of Tour** - These are all fields that are display only. This data is intended to give the accountant additional data about the commitment.

**6-13. Staging Area ERROR Maintenance (Commitment) Input Screen.** The term "commitment" is associated with the commitments that are produced within AFCOS. These would include commitments generated from funded orders, commitments generated through the inactive duty training (IDT) future cost process, and commitments entered directly into the AFCOS through the "Other Reservation" input screen. Only errors will appear on this screen. To review all ERROR records in the Commitment Staging Area, select **2 Staging Area** from the STANFINS Main Menu (see Figure 6-1) and then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once screen appears, press the **Page UP** key until the Staging Area ERROR Maintenance (Commitment) Input Screen at figure 6-7 appears.

# Staging Area ERROR Maintenance (Commitment) Input Screen

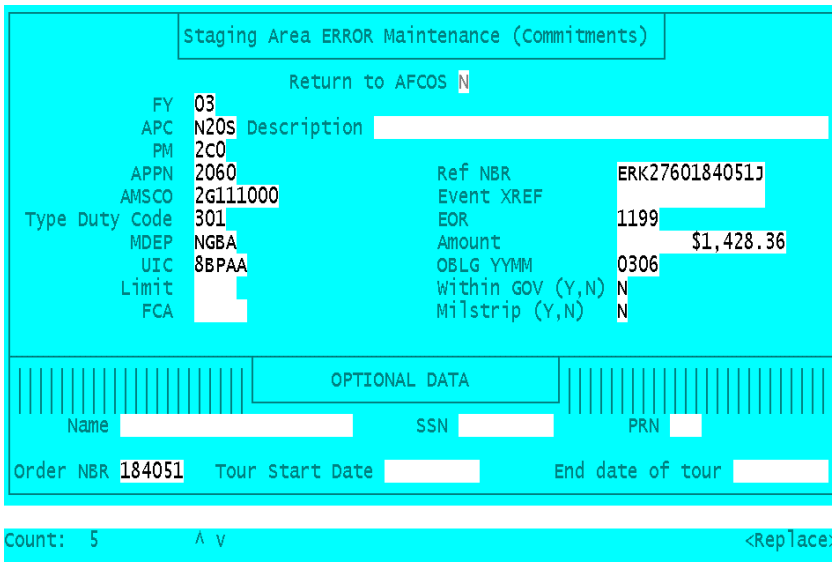



**Figure 6-7**

**6-14. Return Commitment Errors to AFCOS.** AFCOS produces thousands of commitments each month. Although a great deal of effort is expended to ensure commitments are valid, some do not pass the edit due to APC structure changes. Depending on the number of APC changes that have occurred, it might take days to resolve the errors. Since it is very important that commitments are posted quickly, a feature has been included that will help you process the valid commitments and send back the errors to AFCOS to work later once you have more time. To send back the commitment errors to AFCOS, select **2 Staging Area** from the STANFINS Main Menu (see Figure 6-1), and then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once the screen appears, press **Page Up** or **Page Down** until the Return ERROR Commitments to AFCOS Input Screen at figure 6-8 appears.

# Return ERROR Commitments to AFCOS Input Screen

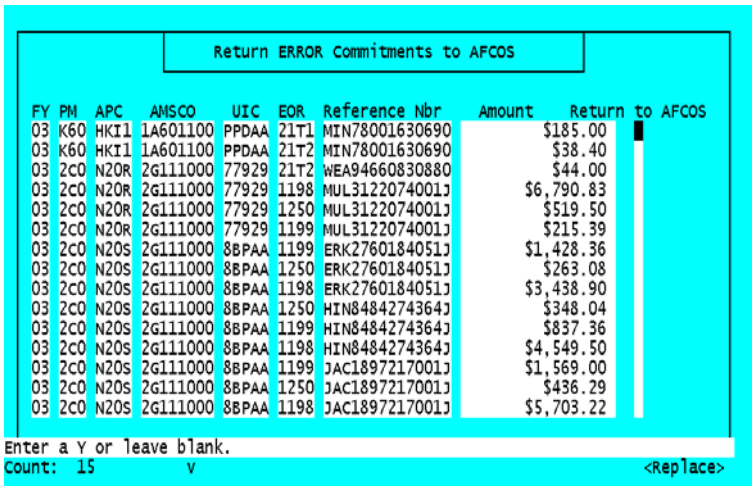



**Figure 6-8**

**6-15. Explanation of Return Commitment Errors to AFCOS Input Screen.** The main purpose of this screen is to allow accounting personnel to easily send invalid commitments back to AFCOS so that valid commitments can be processed through STANFINS. The only field on this screen that is navigable is the "Return to AFCOS" field. All commitment errors appear on the screen. Simply press the **Down Arrow**↓ key after changing the "Return to AFCOS" field to a "Y". Press the **Commit** key after you have identified the records you want returned.

**6-16. Return Commitments to AFCOS.** AFCOS produces thousands of commitments each month, and there might be a time when you will want to return ALL or large portions of the commitments back to AFCOS. Besides the tool that identifies only ERROR commitments, another tool is available to return large quantities of both valid and invalid commitments to AFCOS. To return commitments to AFCOS, select **2 Staging Area** from the STANFINS Main Menu (see Figure 6-1) and then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once screen appears, press the **Page UP** key until the "Return Commitments to AFCOS Input Screen" at figure 6-9 appears.

# Return Commitments to AFCOS Input Screen

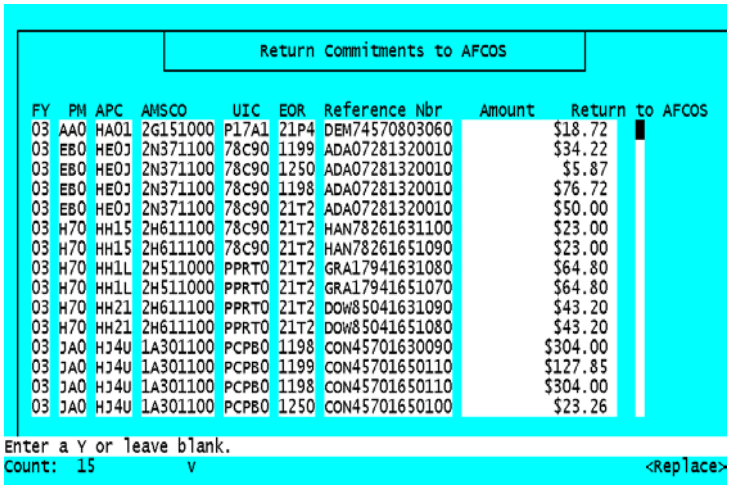



**Figure 6-9**

**6-17. Explanation of Return Commitments to AFCOS Input Screen.** The purpose of this screen is to allow accounting personnel to easily send commitments back to AFCOS. The operation of this screen is exactly like the "Return ERROR Commitments to AFCOS". The only difference between this screen and the ERROR screen is that this screen shows both valid and invalid commitments.

**6-18. AFCOS Revocation Staging Area.** Each time a funded order is revoked in AFCOS, AFCOS will write the revocation to the staging area. These revocations are not obligation adjustments but rather records that will cause ODS to generate an obligation adjustment. To review all records in the AFCOS Revocation Staging Area, first select **2 Staging Area** from the STANFINS Main Menu (see Figure 6-1); then select **2 Review Staging Area** from the Staging Area Menu (See Figure 6-2); then press the **Page Up** or **Page Down** key until the screen entitled "Staging Area Maintenance (Revocation)" appears. An illustration of the "Staging Area Maintenance (Revocation)" screen is at figure 6-10.

# Staging Area Maintenance (Revocations) Input Screen

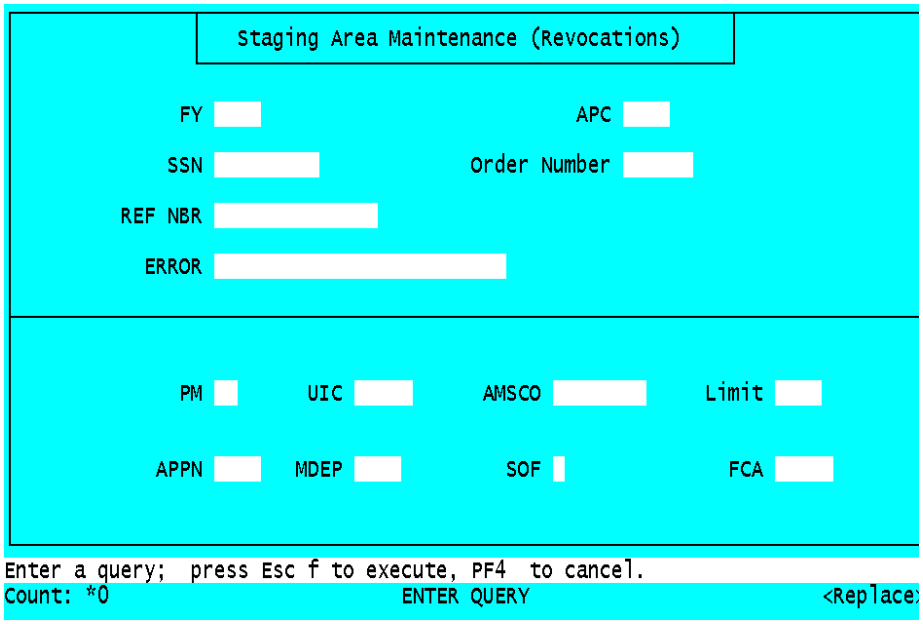



**Figure 6-10**

**6-19. Explanation of Staging Area Maintenance (Revocations) Input Screen.** Whether the transaction is a valid or invalid revocation, the transaction can be reviewed using this screen. To review or update a revocation in the staging area, the user must first locate the desired revocation they want to update. This is accomplished by pressing the **Select Query**, entering filter information, and then pressing the **Execute Query** key. If you want to review all revocations in the staging area, simply use the **DOWN↓** and **UP↑ Arrow** keys to navigate through the records. The following is an explanation of the fields on the revocation input screen:

- **FY** - Fiscal Year. Self-explanatory.

- **APC -** Accounting Processing Code (APC). APC must be valid in AFCOS for the FY. The APC controls the PM, APPN, AMSCO, Type Duty Code, MDEP, UIC, Limit and FCA. Changing the APC will affect these fields. For example,

if the appropriation is wrong on the screen, it is because the APC is wrong. Change the APC, and the appropriation will change.

- **SSN** - The SSN of individual whose duty is being revoked.

- **Order Number** - Order number being revoked.

- **REF NBR** - Reference number generated from the order creating the obligations. The standard document number from an order is constructed as follows: First three characters of the individual's last name, last four numbers of the SSAN, the order number and (usually) a zero. If the order covers an active duty period less than 30 days, the 14th position must be a zero. If the order covers an active duty period in excess of 30 days, a monthly indicator should be entered in the 14th position. The month indicators are:

| | |
|---|---|
| A = October | G = April |
| B = November | H = May |
| C = December | J = June |
| D = January | K = July |
| E = February | L = August |
| F = March | M = September |

- **ERROR** - Reason the revocation is an error.

- **PM, UIC, AMSCO, Limit, APPN, MDEP, SOF and FCA -** These are display only fields. If the data in one of these fields is wrong, it is because the APC is wrong. Change the APC and the data in these fields will change.

**6-20. Staging Area ERROR Maintenance (Revocations) Input Screen.** Only errors will appear on this screen. To review all ERROR records in the Revocation Staging Area, select **2 Staging Area** from the STANFINS Main Menu (See Figure 6-1) and then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once screen appears, press the **Page UP** key until the Staging Area ERROR Maintenance (Revocation) Input Screen at figure 6-11 appears.

# Staging Area ERROR Maintenance (Revocations) Input Screen

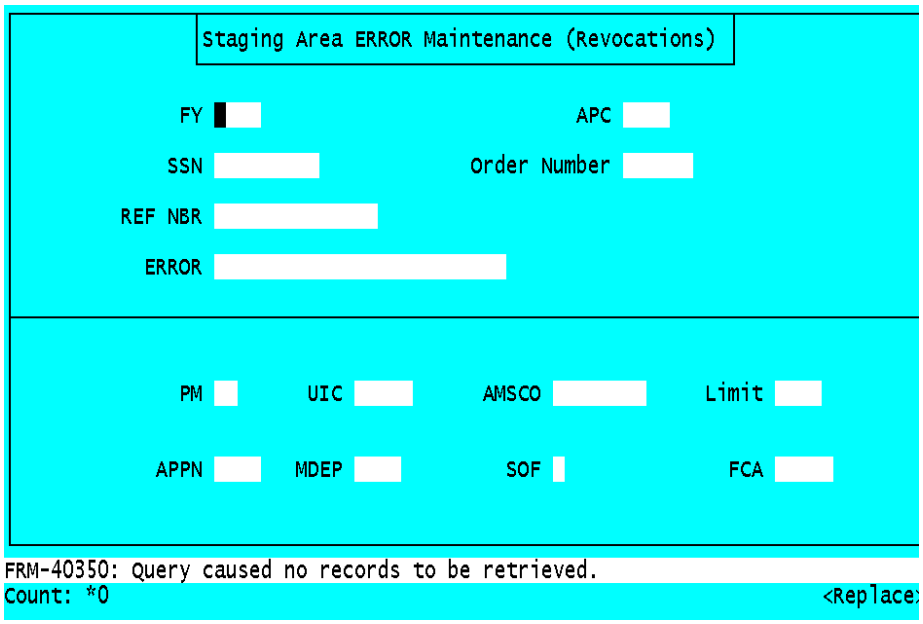



**Figure 6-11**

**6-21. Explanation of Staging Area ERROR Maintenance (Revocations) Input Screen.** This revocation ERROR screen operates EXACTLY like the Staging Area Maintenance (Revocation) screen. The only difference in the two screens is that this screen only shows errors while the previous screen shows both valid and error revocations. For a complete explanation of this screen see paragraph 6-19.

**6-22. AFCOS SABS Staging Area.** Each time a funding target is issued in SABS, SABS will write the allotment or annual funding program adjustment directly to the SABS staging area. To review all funding transactions in the AFCOS SABS staging area, from the STANFINS main menu select **2 Staging Area, 2 Review Staging Area**, press the **Page Up** or **Page Down** key until the screen titled "Staging Area Maintenance (SABS)" appears. An illustration of the "Staging Area Maintenance (SABS)" screen is at figure 6-12.

# Staging Area Maintenance (SABS) Input Screen

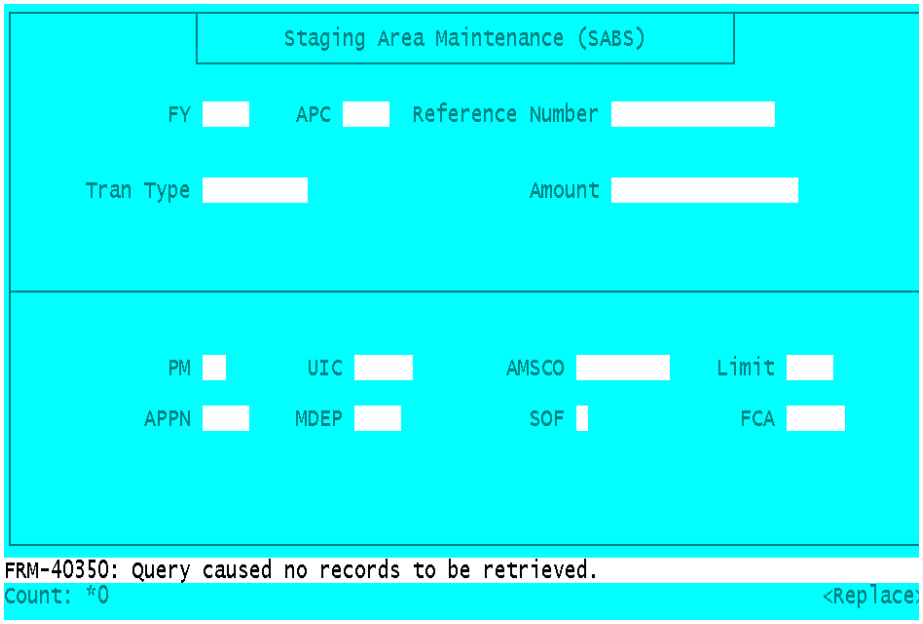



**Figure 6-12**

**6-23. Explanation of Staging Area Maintenance (SABS) Input Screen.** Whether the transaction is a valid or an invalid funding transaction, the transaction can be reviewed using this screen. To review or update a funding transaction in the staging area, you must first locate the desired funding transaction you want to update. This is accomplished by pressing the **Select Query**, entering filter information, and then pressing the **Execute Query** key. If you want to review all funding transactions in the staging area, simply use the **DOWN↓** and **UP↑ Arrow** keys to navigate through the records. The **only** field that you may change on this screen is the APC. APCs in the SABS Staging Areas must be funding APCs. The AMSCOs of funding APCs are set up according to reporting requirements in DFAS Manual 37-100-FY (e.g. SAG level for BSN 2065). Also, if you change the APC in the staging area, the APC will not automatically be changed in SABS. The APC must be reloaded in SABS Maintenance. The following is an explanation of the fields on the SABS Staging Area Maintenance input screen:

- **FY** - Fiscal Year. Self-explanatory.

- **APC -** Accounting Processing Code (APC). APC must be a valid funding APC in AFCOS for the FY. The APC controls the PM, APPN, AMSCO, Type Duty Code, MDEP, UIC, Limit and FCA. Changing the APC will affect these fields. For

example, if the appropriation is wrong on the screen, it is because the APC is wrong. Change the APC, and the appropriation will change.

- **Tran Type** - The literal "Allotment" or "AFP" will appear depending on the type of transactions.

- **Amount** - Amount of the funding transaction. Credits will be identified with a minus sign preceding the amount.

- **Reference Number** - Reference number for funding transactions generated in SABS will have the reference number of "ALLOTMENT-RECV" if it is an allotment or "ANNUAL-FUNDING" if it is AFP.

- **PM, UIC, AMSCO, Limit, APPN, MDEP, SOF and FCA** - These are display only fields. If the data in one of these fields is wrong, it is because the APC is wrong. Change the APC and the data in these fields will change.

**6-24. Staging Area ERROR Maintenance (SABS) Input Screen.** Only errors will appear on this screen. To review all ERROR records in the SABS Staging Area, select **2 Staging Area** from the STANFINS Main Menu (see Figure 6-1) and then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once screen appears, press the **Page UP** key until the Staging Area ERROR Maintenance (SABS) Input Screen at figure 6-13 appears.

## Staging Area ERROR Maintenance (SABS) Input Screen

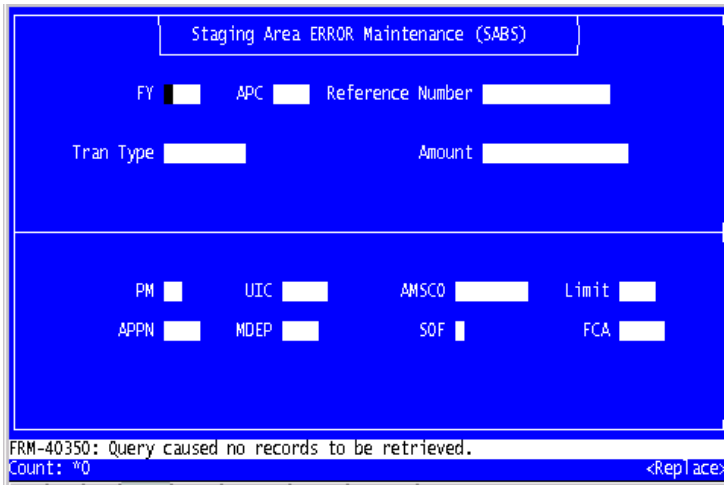



**Figure 6-13**

**6-25. Explanation of Staging Area ERROR Maintenance (SABS) Input Screen.** This SABS ERROR screen operates EXACTLY like the Staging Area Maintenance (SABS) screen. The only difference in the two screens is that this screen only shows errors while the previous screen shows both valid and invalid funding transactions. The **only** field that you may change on this screen is the APC. APCs in the SABS Staging Areas must be funding APCs. The AMSCOs of funding APCs are set up according to reporting requirements in DFAS Manual DFAS Manual 37-100-FY (e.g. SAG level for BSN 2065). Also, if you change the APC in the staging area, the APC will not automatically be changed in SABS. The APC must be reloaded in SABS Maintenance. For a complete explanation of this screen see paragraph 6-23.

**6-26. AFCOS F09 Staging Area.** Currently, SABERS processes the F09 in the same way it always has with one exception. When the F09 DCN is processed through a SABERS update, the F09 for FY03 is written directly to the AFCOS F09 staging area while the prior year F09s go through the SABERS update. To review all F09 transactions in the AFCOS F09 staging area, from the STANFINS main menu select **2 Staging Area, 2 Review Staging Area**, press the **Page Up** or **Page Down** key until the screen titled "Staging Area Maintenance (F09" appears. An illustration of the "Staging Area Maintenance (F09) screen is at figure 6-14.

## Staging Area Maintenance (F09) Input Screen

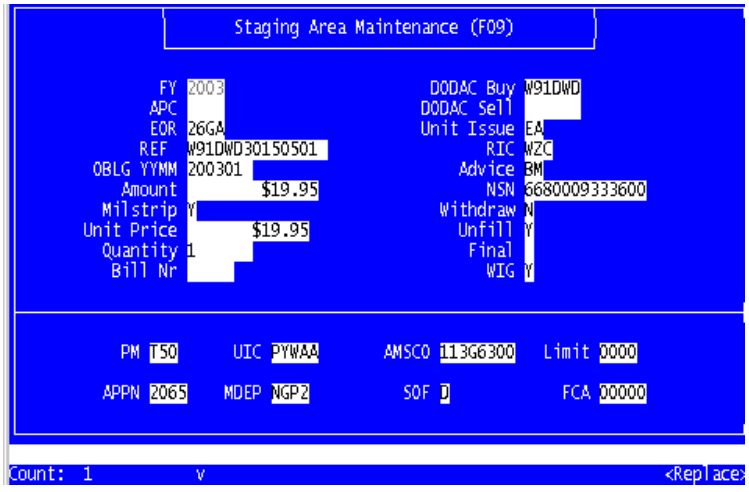



**Figure 6-14**

**6-27. Explanation of Staging Area Maintenance (F09) Input Screen.** Whether the transaction is a valid or invalid F09

transaction, the transaction can be reviewed using this screen. To review or update a F09 transaction in the staging area, the user must first locate the desired funding transaction he wants to update. This is accomplished by pressing the **Select Query**, entering filter information, and then pressing the **Execute Query** key. If you want to review all F09 transactions in the staging area, simply use the **DOWN↓** and **UP↑** keys to navigate through the records. The following is an explanation of the fields on the F09 input screen:

- **FY** - Fiscal Year. Self-explanatory.

- **APC -** Accounting Processing Code (APC). APC must be valid in AFCOS for the FY. The APC controls the PM, APPN, AMSCO, Type Duty Code, MDEP, UIC, Limit and FCA. Changing the APC will affect these fields. For example, if the appropriation is wrong on the screen, it is because the APC is wrong. Change the APC, and the appropriation will change.

- **Amount** - Amount of the F09 transaction. Credits will be identified with a minus sign preceding the amount.

- **EOR, REF, OBLG YYMM, Amount, Milstrip, Unit Price, Quantity, Bill Nr, DODAC Buy, DODAC Sell, Unit Issue, RIC, Advice, NSN, Withdraw, Unfill, Final, WIG** - Self explanatory.

- **PM, UIC, AMSCO, Limit, APPN, MDEP, SOF and FCA -** These are display only fields. If the data in one of these fields is wrong, it is because the APC is wrong. Change the APC and the data in these fields will change.

**6-28. Staging Area ERROR Maintenance (F09) Input Screen.** Only errors will appear on this screen. To review all ERROR records in the F09 Staging Area, select **2 Staging Area** from the STANFINS Main Menu (see Figure 6-1); then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once screen appears, press the **Page UP** key until the Staging Area ERROR Maintenance (F09) Input Screen at figure 6-15 appears.

# Staging Area ERROR Maintenance (F09) Input Screen

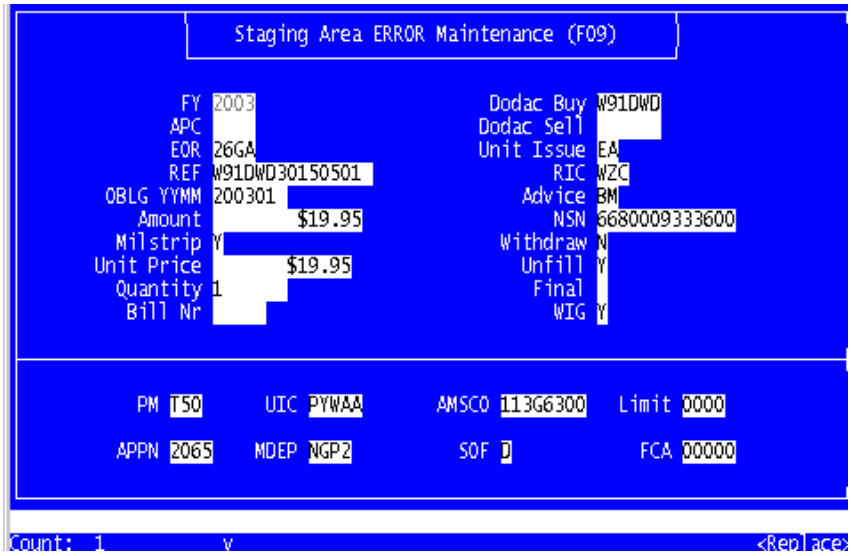



**Figure 6-15**

**6-29. Explanation of Staging Area ERROR Maintenance (F09) Input Screen.** This F09 ERROR screen operates EXACTLY like the Staging Area Maintenance (F09) screen. The only difference in the two screens is that this screen only shows errors while the previous screen shows both valid and invalid F09 transactions. For a complete explanation of this screen see paragraph 6-27.

**6-30. AFCOS Obligation Adjustment Staging Area.** Obligation adjustments are created from within AFCOS based on numerous conditions. When accounting personnel indicate they want to adjust an obligation, the obligation adjustment is written directly to the obligation adjustment staging area. The obligation adjustment process is explained in detail in Section 7. To review all obligation adjustments in the AFCOS Obligation Adjustment Staging Area, first select **2 Staging Area** from the STANFINS Main Menu (see Figure 6-1) and then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once selected, the screen at Figure 6-16 will appear.

# Staging Area Maintenance (Obligation Adjustment) Input Screen

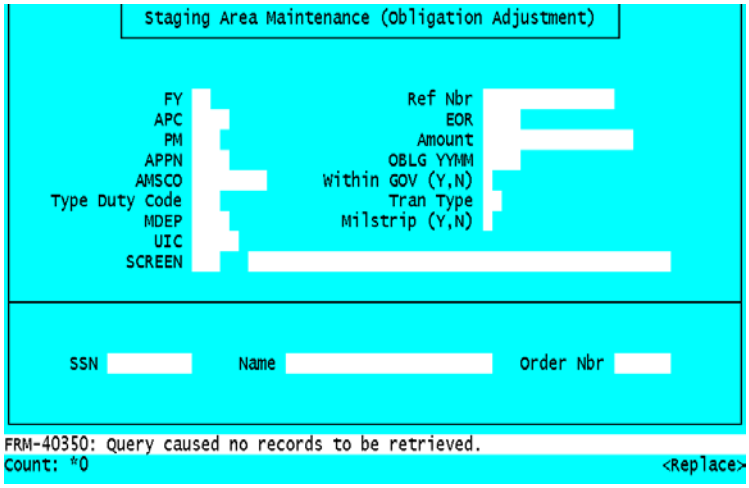



**Figure 6-16**

**6-31. Explanation of Staging Area Maintenance (Obligation Adjustment) Input Screen.** Whether the transaction is a valid or invalid obligation adjustment, the transaction can be reviewed using this screen. To review or update an obligation adjustment in the staging area, you must first locate the desired obligation adjustment you want to update. This is accomplished by pressing the **Select Query** key, entering filter information, and then pressing the **Execute Query** key. If you want to review all obligation adjustments in the staging area, simply press the **DOWN↓** and **UP↑ Arrow** keys to navigate through the records. The following is an explanation of the fields on the obligation adjustment input screen:

- **FY** - Fiscal Year. Self-explanatory.

- **APC -** Accounting Processing Code (APC). APC must be valid in AFCOS for the FY. The APC controls the PM, APPN, AMSCO, Type Duty Code, MDEP, UIC, Limit and FCA. Changing the APC will affect these fields. For example, if the appropriation is wrong on the screen, it is because the APC is wrong. Change the APC, and the appropriation will change.

- **PM, APPN, AMSCO, Type Duty Code, MDEP, UIC -** These are display only fields. If the data in one of these fields

is wrong, it is because the APC is wrong. Change the APC and the data in these fields will change.

- **Ref Nbr** - Standard document reference number (SDN) assigned to the document. For miscellaneous reservations, this is locally determined by the PM or established by accounting procedures. If entering reservations from orders published by another state, use the SDN created by the order information. The SDN from an order is constructed as follows: first three characters of the individual's last name, last four numbers of the SSAN, the order number and (usually) a zero. If the order covers an active duty period less than 30 days, the 14th position must be a zero. If the order covers an active duty period in excess of 30 days, a monthly indicator should be entered in the 14th position. The month indicators are:

| | |
|---|---|
| A = October | G = April |
| B = November | H = May |
| C = December | J = June |
| D = January | K = July |
| E = February | L = August |
| F = March | M = September |

- **EOR** – Element of Resource. This must be within appropriation / AMSCO limitations. EORs are found in 37-100-XX (XX=FY), Chapter 250. AFCOS contains the STANFINS EOR validation file. If the EOR is not in STANFINS, it cannot be used here.

- **Amount** - The amount of the adjustment in dollars and cents, using the decimal point accordingly. Credits are entered with a preceding minus sign.

- **OBLG YYMM** - Year and Month the adjustment is being obligated.

- **Within GOV (Y,N)** - If funds being adjusted are within the government, enter Y. WIG indicator will be edited with the STANFINS EOR validation file. If the WIG indicator is not valid for the EOR, an error message will inform the user the WIG is not valid for the EOR.

- **Tran Type –** used to identify where transaction was made.

- **Milstrip** - Identifies the adjustment as being a milstrip item.

- **Screen** – Identifies source of adjustment. Examples: A70 – AFCOS AUTOMATIC OBLIG ADJ; S69 - STF UNLIQ ADJ; S70 - STF UNLIQ OBLIG ADJ W/O DISBURSEMENTS.

  - **SSN, Name, Order Nbr,** - These are all fields that are display only. This data is intended to give the accountant additional data about the adjustment.

**6-32. Staging Area ERROR Maintenance (Obligation Adjustment) Input Screen.** Only errors will appear on this screen. To review all ERROR records in the Obligation Adjustment Staging Area, select **2 Staging Area** from the STANFIN Main Menu (see Figure 6-1) and then select **2 Review Staging Area** from the Staging Area Menu (see Figure 6-2). Once screen appears, press the **Page UP** key until the Staging Area ERROR Maintenance (Obligation Adjustment) Input Screen at figure 6-17 appears.

## Staging Area ERROR Maintenance (Obligation Adjustment) Input Screen

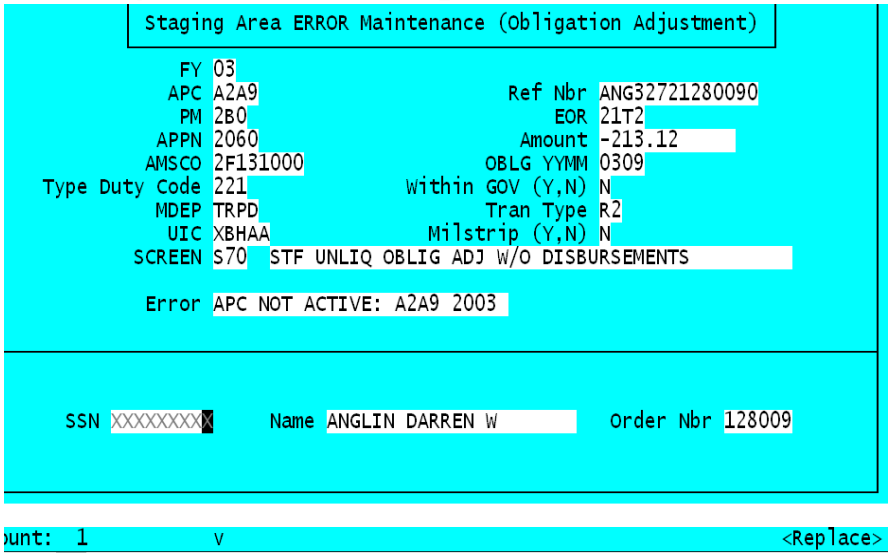



**Figure 6-17**

**6-33. Explanation of Staging Area ERROR Maintenance (Obligation Adjustment) Input Screen.** This obligation adjustment error screen operates EXACTLY like the Staging

Area Maintenance (Obligation Adjustment) screen. The only difference in the two screens is that this screen only shows errors while the previous screen shows both valid and invalid obligation adjustment transactions. Also, a field describing the error has been added. For a complete explanation of this screen see paragraph 6-31.

**6-34. Edit the Staging Areas.** If you have made corrections to records in the staging areas, you will want to edit them again to see if there are any errors you have not corrected or not properly corrected. If this is the case, select **3 Edit Staging Area.** Type the indicated character of the Staging Area you want to edit. If you made appropriate corrections, the records in the "Error" input screens should no longer be there. An example of the Staging Area Edit screen is at Figure 6-18 below.

## Staging Area Edit Screen

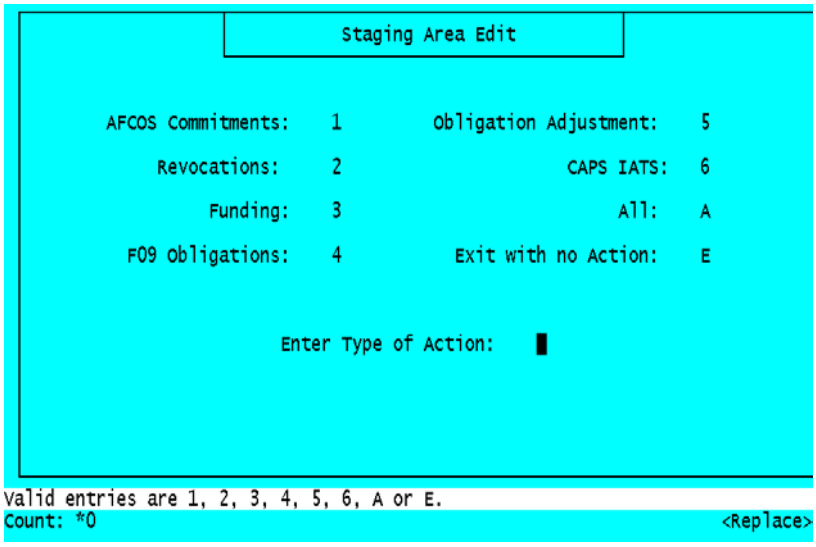



**Figure 6-18**

# SECTION 7

# MAKE COMMITMENTS / OBLIGATION ADJUSTMENTS IN AFCOS

**7-1. Make Commitments / Adjustments.** AFCOS provides a tool that will allow accounting personnel to enter obligation data directly into AFCOS. There are currently five different types of obligations that can be entered through the AFCOS interface. Commitments are entered directly into AFCOS while the adjustments are entered directly into the obligation adjustment staging area. This section will explain how to enter all obligations.

**7-2. Make Commitments.** Fund managers have had access to the "Other Type Input" input screens in AFCOS for years to enter their miscellaneous type reservations. There are tailored commitment input screens available to the clothing, education and IDT fund managers. In many locations, accounting personnel entered their obligations directly into AFCOS. Because it is much easier to enter obligations into AFCOS versus STANFINS, the "other Type Input" screens have been added to the STFMENU to make it easier for accounting personnel to access. To access the commitment screens, select **6 Make Commitments / Obligations** from the STANFINS Main Menu (see Figure 7-1) and then select **1 Make Commitments** from the Make Commitments / Obligations Screen (see Figure 7-2).

**STANFINS Main Menu**

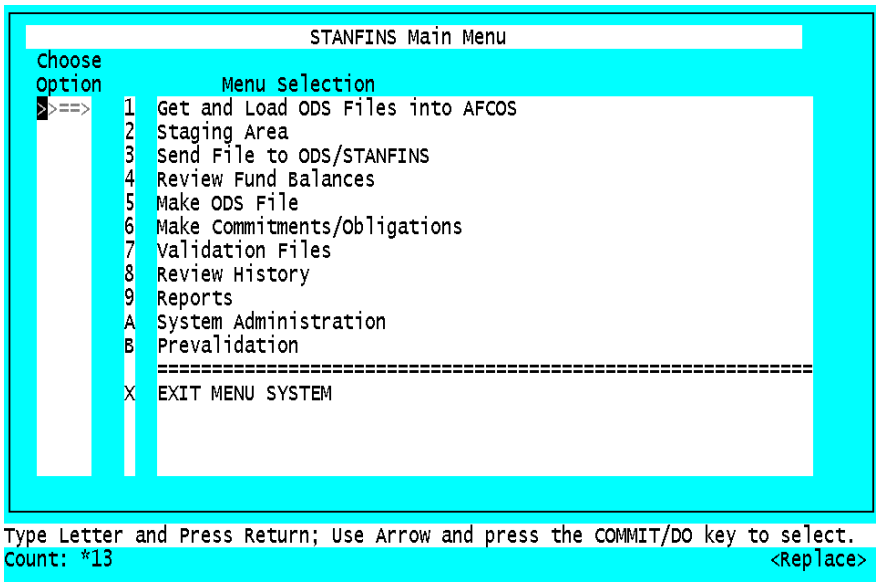



**Figure 7-1**

## Make Commitments/Obligations Screen

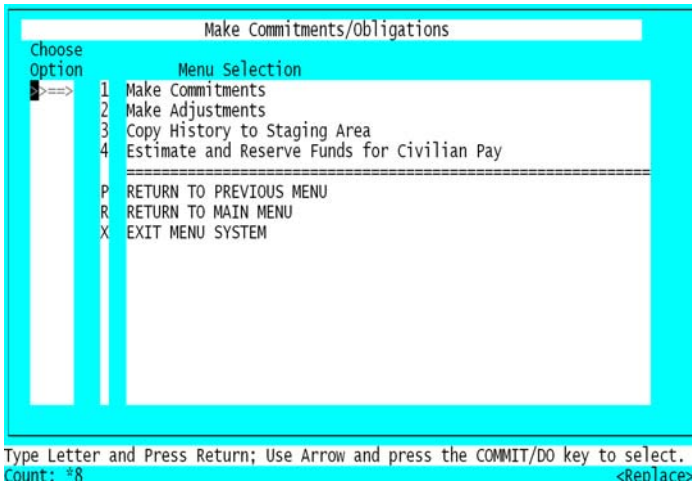



**Figure 7-2**

Press **Cntrl + b** to see a list of screens available.

## List of Reservation Input Screens

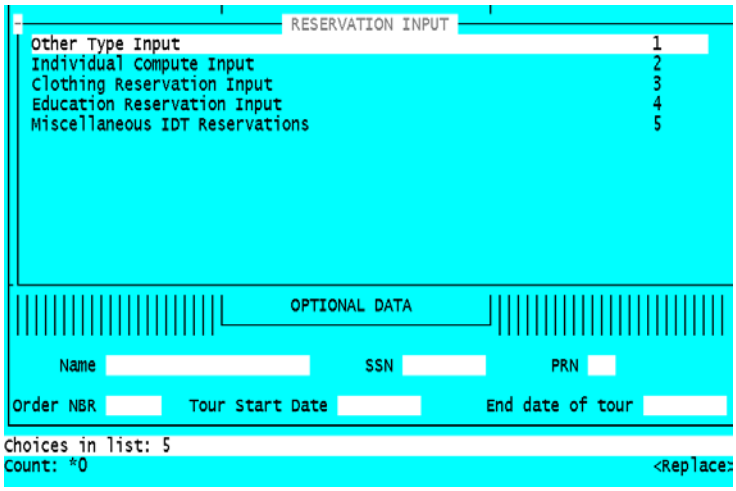



**Figure 7-3**

Or press the **Page UP** key or **Page Down** key until the commitment screen you wish to use appears. Figures 7-4 through 7-8 are illustrations of the available commitment screens.

## Other Type Input Screen

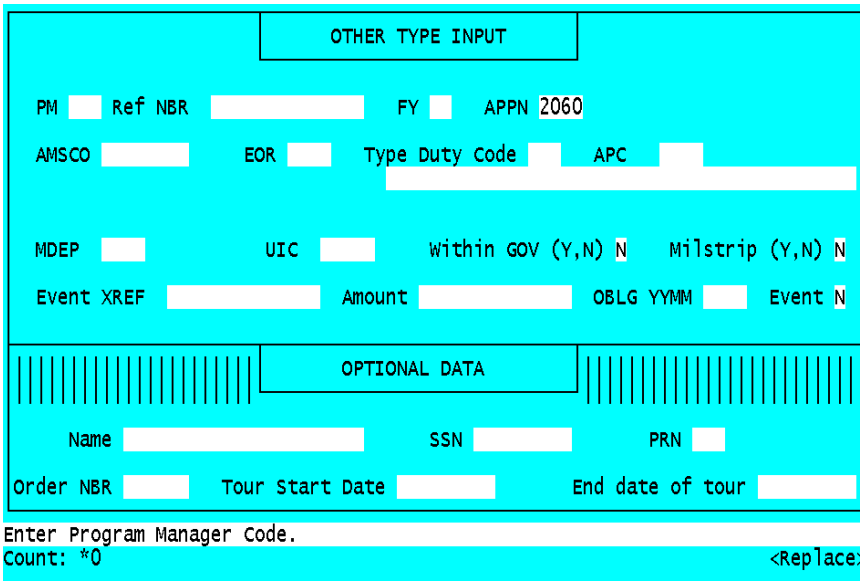



**Figure 7-4**

## Compute Indv Reservation Input Screen

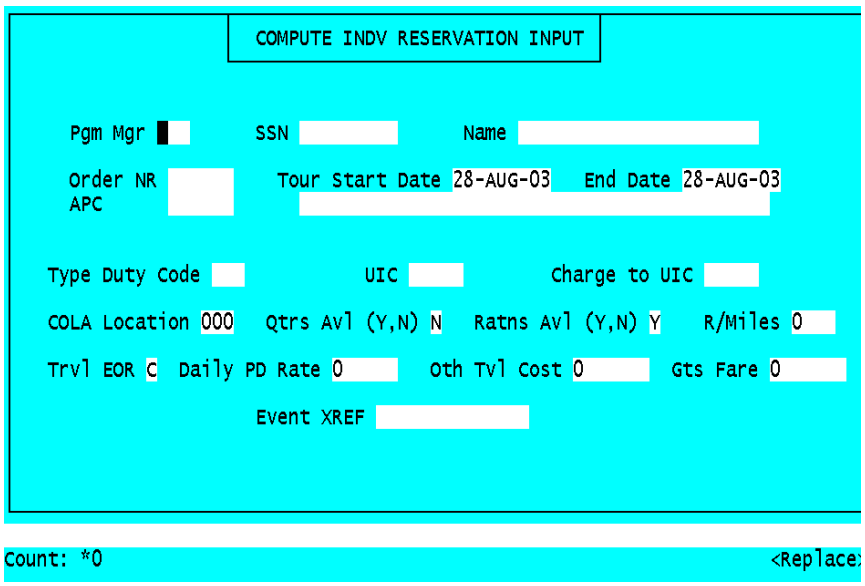



**Figure 7-5**

## Clothing Reservation Input Screen

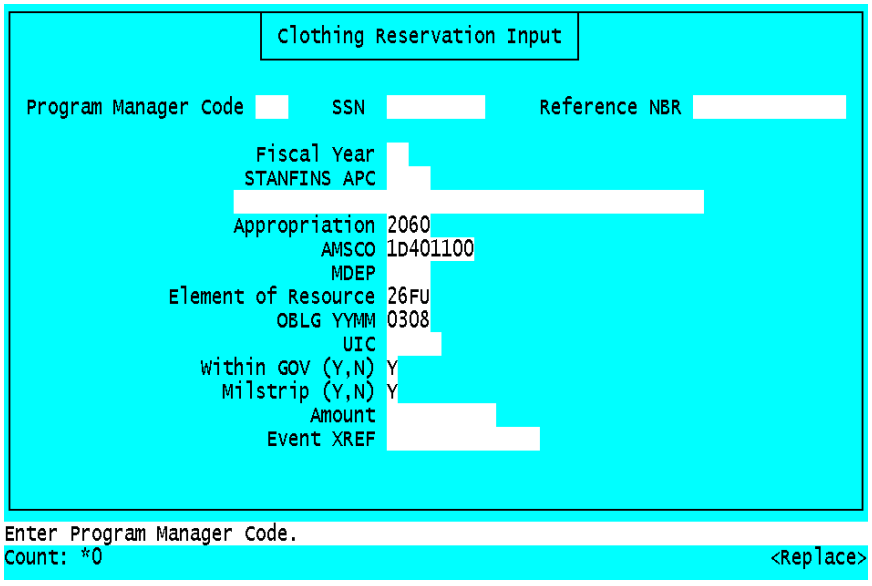



**Figure 7-6**

## Education Reservation Input Screen

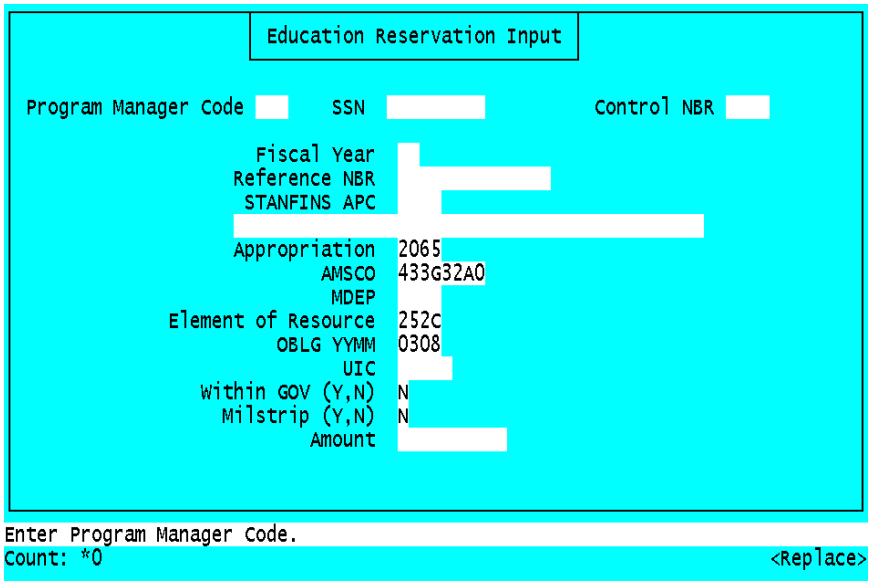



**Figure 7-7**

## Miscellaneous IDT Reservation Screen

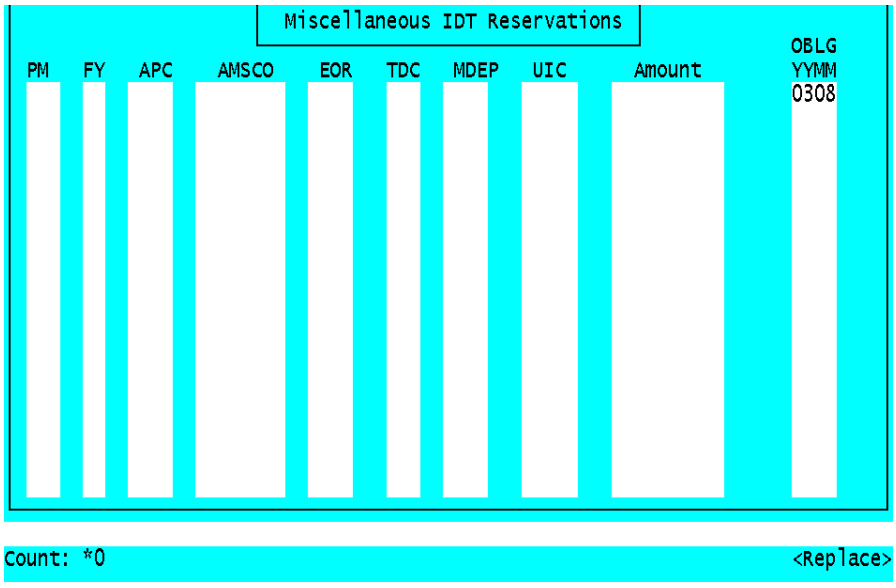



**Figure 7-8**

**7-3. Make Adjustments.** AFCOS provides six separate tools

that easily allow accounting personnel to automatically create obligation adjustments. The six adjustment tools are each presented in one screen with several records listed on a page horizontally and also displayed with more detail with one record per screen.

**7-4. NULO Adjustments.** The AFCOS definition of a NULO is an obligation that is less than the disbursement amount regardless of the Final Indicator. AMSCOs 9966* as well as EORs 41** and 46** are excluded from the results. To review your NULOs and to make adjustments to the NULOs, select **6 Make Commitments / Obligations** (Figure 7-1), then select **2 Make Adjustments** (Figure 7-2), and then select **1 NULO Adjustment** from the Make Adjustments Screen (Figure 7-9).

## Make Adjustments Screen

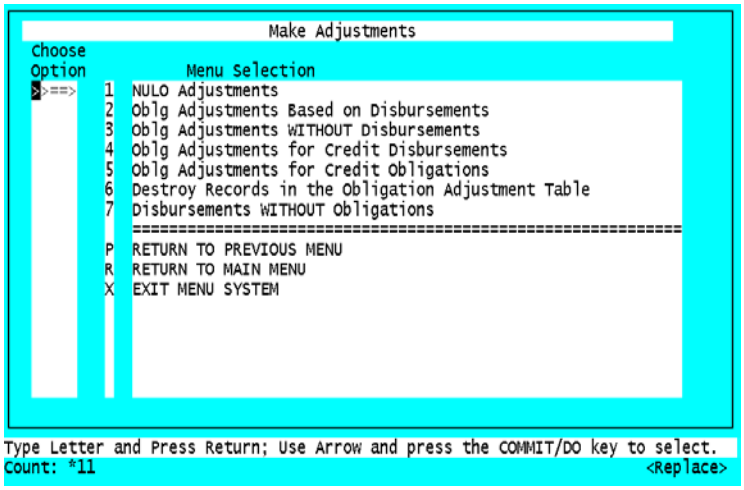



**Figure 7-9**

Screen below at Figure 7-10 will appear.

## STANFINS NULO Adjustments Screen

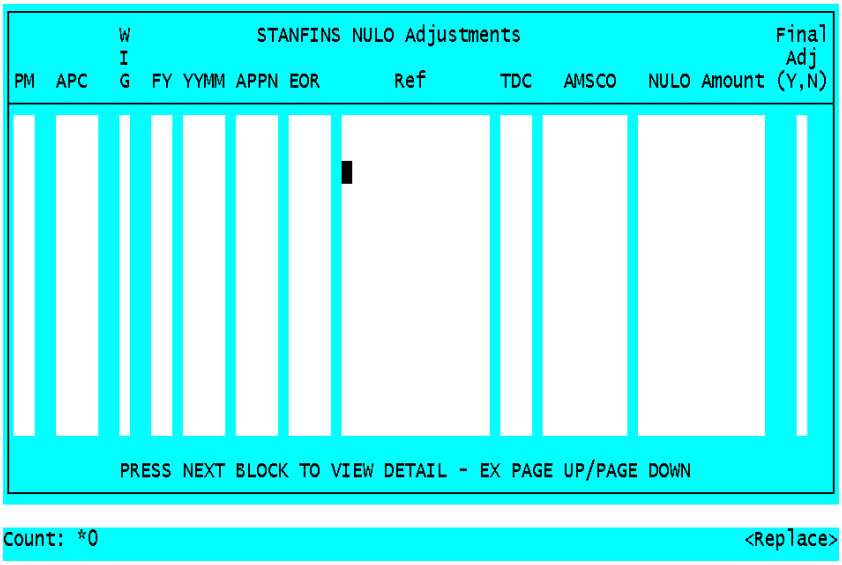



**Figure 7-10**

Once screen appears, simply press your **Execute Query** key to display all NULOs.

## STANFINS NULO Adjustment Screen (ALL)

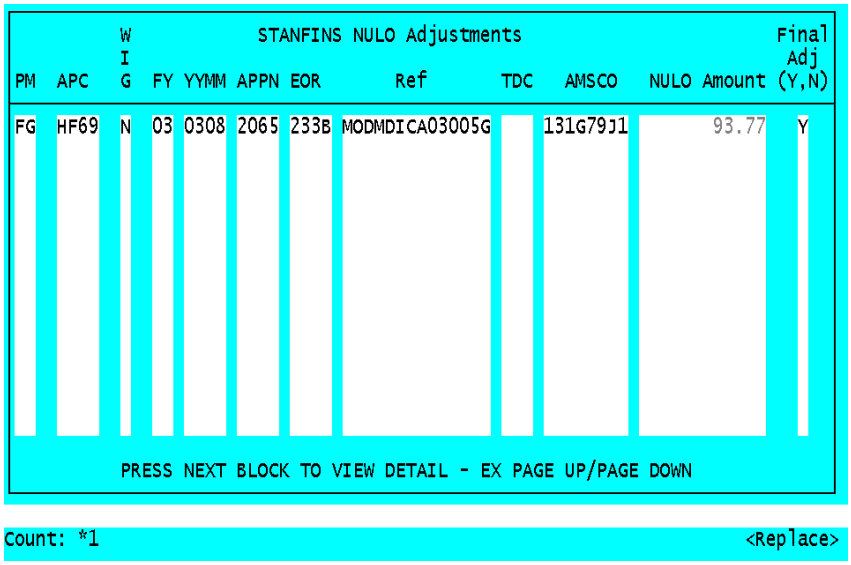



**Figure 7-11**

To filter the query, press your **Select Query** key, enter the criteria you want to display, then press the **Execute Query** key. For example, if you want to display only the NULOs that will create an adjustment in the range of $50.00 to $100.00, perform the following steps:

Step 1. Press the **Select Query** key

Step 2. Press the **Tab** key until you reach the amount column.

Step 3. Enter the following command without the quotes into the amount column "**#between 50 and 100**". (See figure below).

Step 4. Press the **Execute Query** key

## Query for NULO Adjustments Between $50 and $100

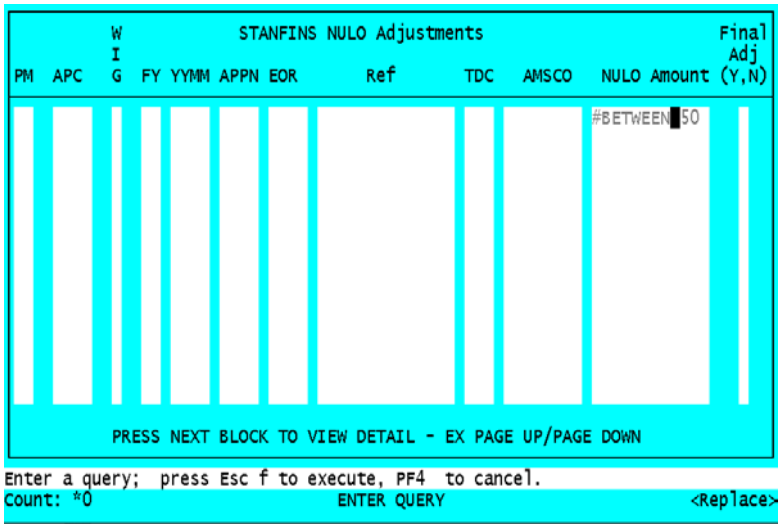



**Figure 7-12**

**7-5. Explanation of NULO Adjustment Screen.** The only fields that can be entered on this form are the **NULO Amount** and the **Final Adj (Y,N)** field. The **NULO Amount** is the amount to be obligated; you may change this amount. The choices in the **Final Adj** field are **Y** to make the adjustment or **N** not to make the adjustment in the **NULO Amount** field. The default is set to **Y**. These transactions should be

verified for errors in WIG, APC and REF before adjustment is processed. After reviewing the adjustments on the screen, press the **Commit** key. If you enter **Y** on any adjustment, you will be presented with an alert box at Commit time to ensure you want to make the adjustment. All adjustments will be written to the Obligation Adjustment Staging Area. If, after making an adjustment, you perform another query, the original adjustment will not appear because the adjustment to correct the NULO is sitting in the staging area.

**7-6. NULO Adjustment Detail Screen.** To view the detail of any record on the STANFINS NULO Adjustment Screen, use the **UP**↑ or **DOWN**↓ to locate the record, then press **Page Up** or **Page Down (Next Block).** Another STANFINS NULO Adjustment screen will appear. This screen will show all the details of the record. See figure below. You may make no changes to the fields on this detail screen. To get back to the previous screen, simply press **Page Up** or **Page Down** again.

## STANFINS NULO Adjustment (Detail) Screen

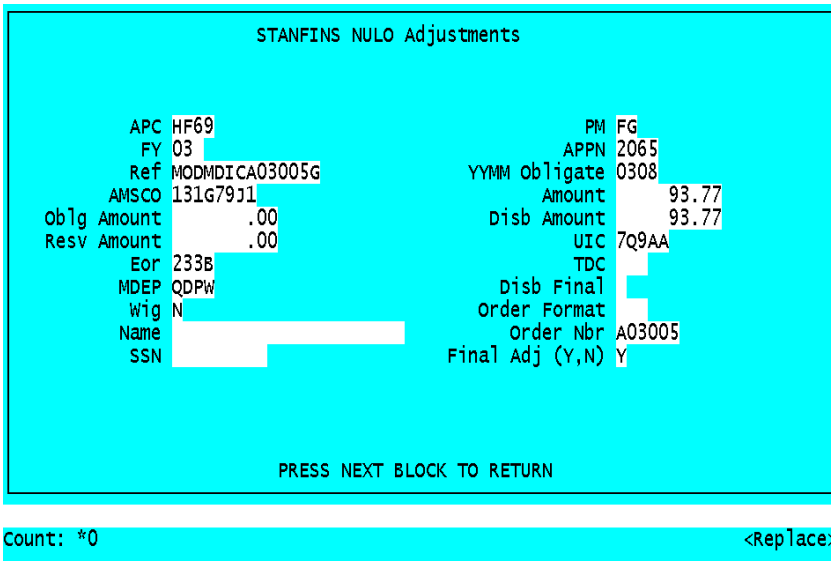



**Figure 7-13**

**7-7. Obligation Adjustments Based on Disbursements.** The AFCOS definition of an "Obligation Adjustment Based on Disbursements" is all obligations (by ref and EOR) in the Unliquidated, Staging Area and AFCOS that have disbursements but the amounts are not equal. NULOs caused by disbursements will also appear on this screen if not committed for adjustment in option **1 NULO Adjustment.** To

review your "Obligation Adjustments Based on Disbursements" and to make adjustments to the obligations, select **6 Make Commitments / Obligations** from the STANFINS Main Menu (Figure 7-1), then select **2 Make Adjustments** (Figure 7-2), and then select **2 Oblg Adjustments Based on Disbursements** (Figure 7-9). Screen below at Figure 7-14 will appear.

## STANFINS UNLIQ Adjustments Based on Disbursements Screen

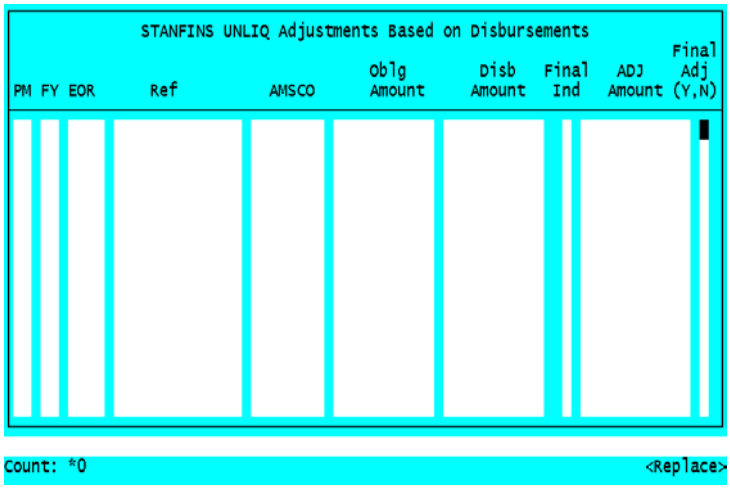



**Figure 7-14**

Once screen appears, simply press your **Execute Query** key to display all obligations without matching disbursement amounts.

## STANFINS UNLIQ Adjustments Based on Disbursements (All)

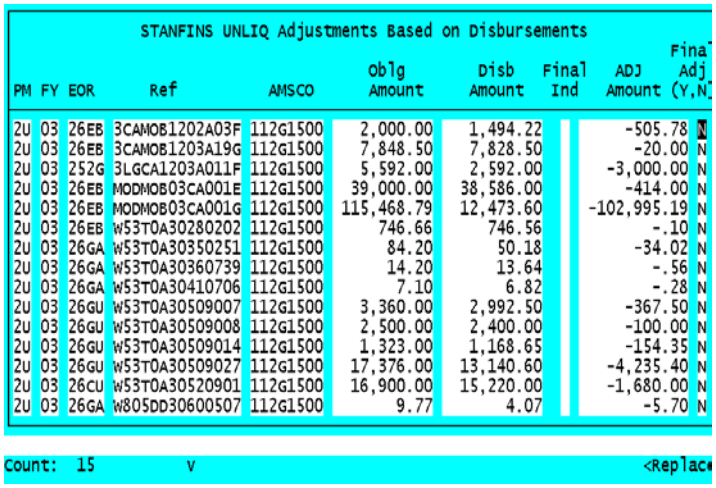



**Figure 7-15**

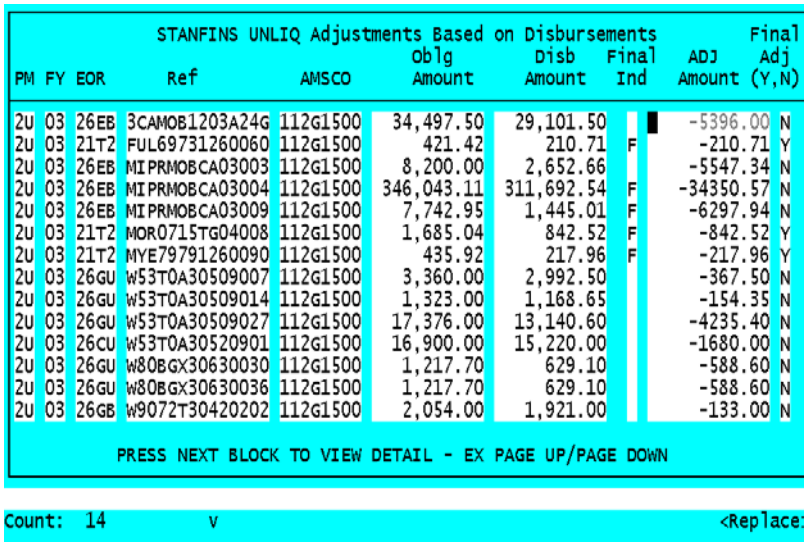
To filter the query, press your **Select Query** key, enter the criteria you want to display, then press the **Execute Query** key. For example, if you want to display only the obligations based on disbursements for Program Manager 2U, perform the following steps:

Step 1. Press the **Select Query** key

Step 2. Press the **Tab** key until you reach the PM column. Type **2U** into the column.

Step 3. Press the **Execute Query** key

## STANFINS UNLIQ Adjustments Based on Disbursements (Filtered)



STANFINS UNLIQ Adjustments Based on Disbursements

| PM | FY | EOR | Ref | AMSCO | Oblg Amount | Disb Amount | Final Ind | ADJ Amount | Final Adj (Y,N) |
|---|---|---|---|---|---|---|---|---|---|
| 2U | 03 | 26EB | 3CAMOB1203A24G | 112G1500 | 34,497.50 | 29,101.50 | | -5396.00 | N |
| 2U | 03 | 21T2 | FUL69731260060 | 112G1500 | 421.42 | 210.71 | F | -210.71 | Y |
| 2U | 03 | 26EB | MIPRMOBCA03003 | 112G1500 | 8,200.00 | 2,652.66 | | -5547.34 | N |
| 2U | 03 | 26EB | MIPRMOBCA03004 | 112G1500 | 346,043.11 | 311,692.54 | F | -34350.57 | N |
| 2U | 03 | 26EB | MIPRMOBCA03009 | 112G1500 | 7,742.95 | 1,445.01 | F | -6297.94 | N |
| 2U | 03 | 21T2 | MOR0715TG04008 | 112G1500 | 1,685.04 | 842.52 | F | -842.52 | Y |
| 2U | 03 | 21T2 | MYE79791260090 | 112G1500 | 435.92 | 217.96 | F | -217.96 | Y |
| 2U | 03 | 26GU | W53T0A30509007 | 112G1500 | 3,360.00 | 2,992.50 | | -367.50 | N |
| 2U | 03 | 26GU | W53T0A30509014 | 112G1500 | 1,323.00 | 1,168.65 | | -154.35 | N |
| 2U | 03 | 26GU | W53T0A30509027 | 112G1500 | 17,376.00 | 13,140.60 | | -4235.40 | N |
| 2U | 03 | 26CU | W53T0A30520901 | 112G1500 | 16,900.00 | 15,220.00 | | -1680.00 | N |
| 2U | 03 | 26GU | W80BGX30630030 | 112G1500 | 1,217.70 | 629.10 | | -588.60 | N |
| 2U | 03 | 26GU | W80BGX30630036 | 112G1500 | 1,217.70 | 629.10 | | -588.60 | N |
| 2U | 03 | 26GB | W9072T30420202 | 112G1500 | 2,054.00 | 1,921.00 | | -133.00 | N |

PRESS NEXT BLOCK TO VIEW DETAIL - EX PAGE UP/PAGE DOWN

Count: 14 v <Replace>

**Figure 7-16**

**7-8. Explanation of the Obligation Adjustments Based on Disbursements Screen.** The only fields that can be entered on this form are the **ADJ Amount** and the **Final Adj (Y,N)** field. The **ADJ Amount** is the amount to be obligated; you may change this amount. The choices in the **Final Adj** field are **Y** to make the adjustment or **N** not to make the adjustment in the **ADJ Amount** field. The default for pay, allowance, FICA, and travel is Y. The default for all others is N. After reviewing the adjustments on the screen, press the **Commit** key. If you enter **Y** on any adjustment, you will be presented with an alert box at Commit time to ensure you want to make the adjustment. All

adjustments will be written to the Obligation Adjustment Staging Area. If after making an adjustment, you perform another query, the original entry will not appear because the adjustment to make the obligation match the disbursement is sitting in the staging area.

**7-9. Obligation Adjustments Based on Disbursements Detail Screen.** To view the detail of any record on the STANFINS UNLIQ Adjustments Based on Disbursements Screen, use the **UP↑** or **DOWN↓** to locate the record, then press **Page Up** or **Page Down (Next Block).** Another STANFINS UNLIQ Adjustments Based on Disbursements screen will appear. This screen will show all the details of the record. See figure below. You may make no changes to the fields on this detail screen. To get back to the previous screen, simply press **Page Up** or **Page Down** again.

## STANFINS UNLIQ Adjustments Based on Disbursements Detail Screen

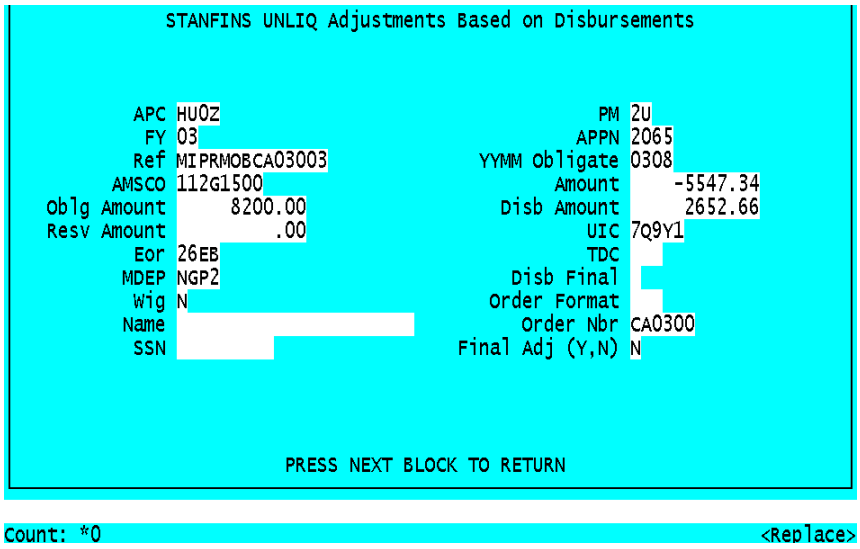



**Figure 7-17**

**7-10. Obligation Adjustments WITHOUT Disbursements.** The AFCOS definition of "Obligation Adjustments without Disbursements" is the sum of all obligations (by ref and EOR) in the Unliquidated, Staging Area and AFCOS that have no matching disbursement. To review your "Obligation Adjustments without Disbursements" and to make adjustments to the obligations, select **6 Make Commitments / Obligations**

from the STANFINS Main Menu (Figure 7-1), then select **2 Make Adjustments** (Figure 7-2), and then select **3 Oblg Adjustments WITHOUT Disbursements** (Figure 7-9). Screen below at Figure 7-18 will appear.

## STANFINS UNLIQ Obligation Adjustments WITHOUT Disbursements Screen

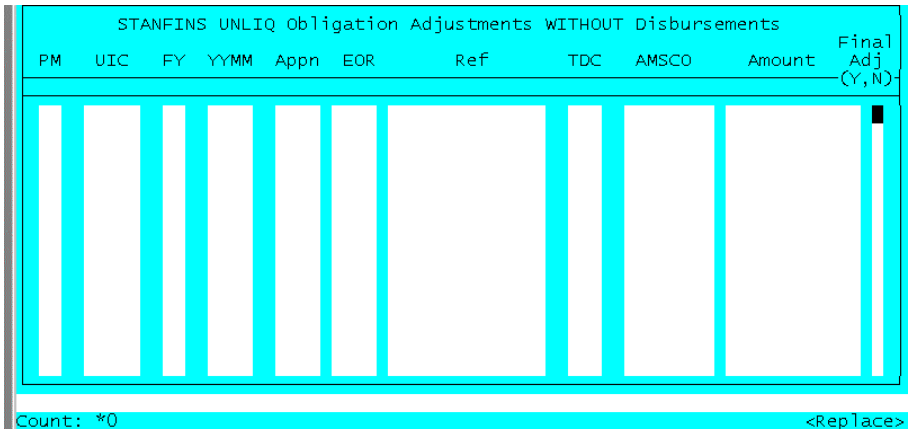



**Figure 7-18**

Once screen appears, simply press your **Execute Query** key to display all obligations without disbursements.

## STANFINS Unliquidated Obligation Adjustments WITHOUT Disbursements (All)

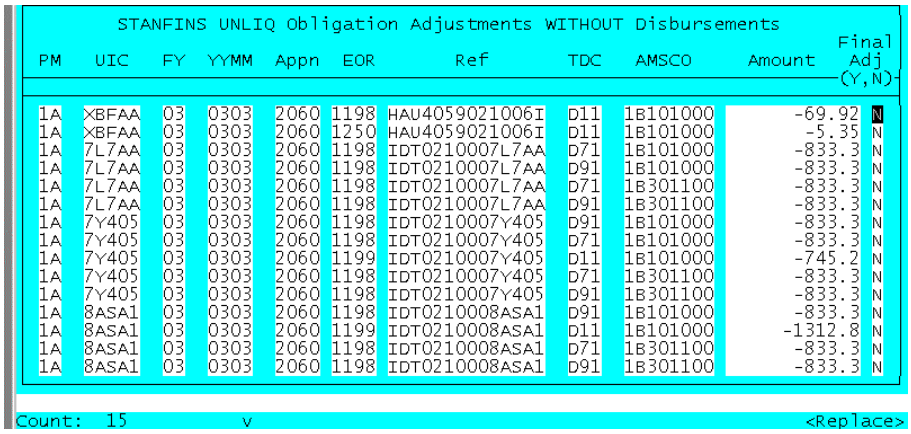



**Figure 7-19**

To filter the query, press your **Select Query** key, enter the criteria you want to display, then press the **Execute Query** key. For example, if you want to display only the obligations without a disbursement for AMSCO 1B101000 for UIC 8AVA4, perform the following steps:

Step 1. Press the **Select Query** key

Step 2. Press the **Tab** key until you reach the UIC column.

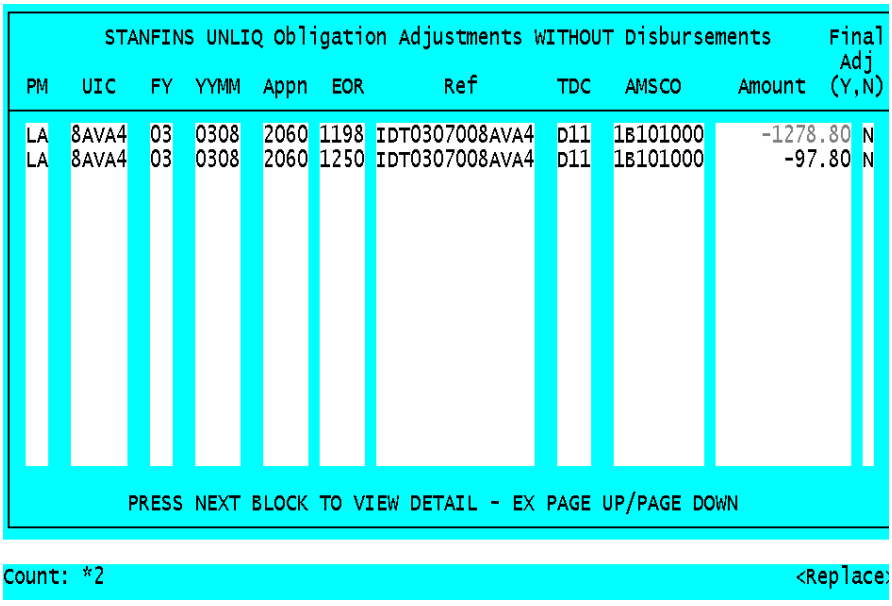
Step 3. Enter **8AVA4** into the UIC field.

Step 4. Press the **Tab** key until you reach the AMSCO column.

Step 5. Enter **1B101000** into the AMSCO field.

Step 6. Press the **Execute Query** key

## STANFINS Unliquidated Obligation Adjustments WITHOUT Disbursements (Filtered)



STANFINS UNLIQ Obligation Adjustments WITHOUT Disbursements

| PM | UIC | FY | YYMM | Appn | EOR | Ref | TDC | AMSCO | Amount | Final Adj (Y,N) |
|---|---|---|---|---|---|---|---|---|---|---|
| LA | 8AVA4 | 03 | 0308 | 2060 | 1198 | IDT0307008AVA4 | D11 | 1B101000 | -1278.80 | N |
| LA | 8AVA4 | 03 | 0308 | 2060 | 1250 | IDT0307008AVA4 | D11 | 1B101000 | -97.80 | N |

PRESS NEXT BLOCK TO VIEW DETAIL - EX PAGE UP/PAGE DOWN

Count: *2 <Replace>

**Figure 7-20**

## 7-11. Explanation of the Obligation Adjustments WITHOUT

**Disbursement Screen.** The only fields that can be entered on this form are the **Amount** and the **Final Adj (Y,N)** field. The **Amount** is the amount to be obligated; you may change this amount. The choices in the **Final Adj** field are **Y** to make the adjustment or **N** not to make the adjustment in the **Amount** field. After reviewing the adjustments on the screen, press the **Commit** key. Default is **N** for all transactions. If you enter **Y** on any adjustment, you will be presented with an alert box at Commit time to ensure you want to make the adjustment. All adjustments will be written to the Obligation Adjustment Staging Area. If after making an adjustment, you perform another query, the original entry will not appear because the adjustment to make the obligation zero is sitting in the staging area.

**7-12. Obligation Adjustments WITHOUT Disbursements Detail Screen.** To view the detail of any record on the STANFINS UNLIQ Obligation Adjustments WITHOUT Disbursements Screen, use the **UP**↑ or **DOWN**↓ to locate the record, then press **Page Up** or **Page Down (Next Block).** Another STANFINS UNLIQ Obligation Adjustments WITHOUT Disbursements screen will appear. This screen will show all the details of the record. See figure below. You may make no changes to the fields on this detail screen. To get back to the previous screen, simply press **Page Up** or **Page Down** again.

## STANFINS UNLIQ Obligation Adjustments WITHOUT Disbursements Detail Screen

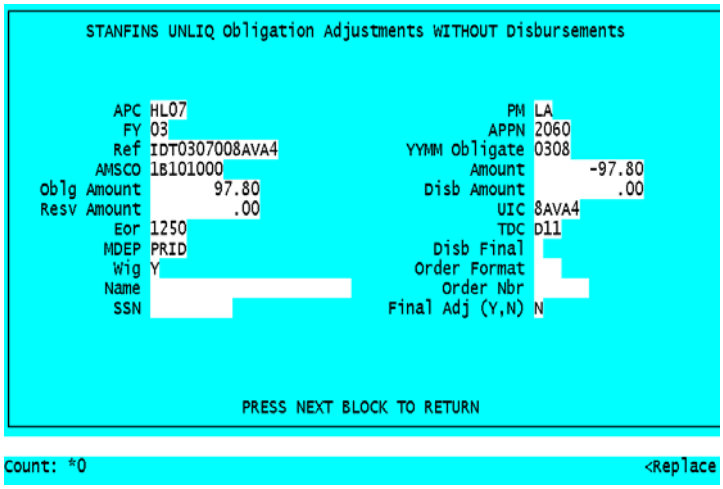



**Figure 7-21**

**7-13. Credit Disbursement Adjustments.** The AFCOS

definition of credit disbursements is all disbursements (by ref and EOR) that are credits and do not have an obligation. AMSCOs 9966* as well as EORs 41** and 46** are excluded from the results. To review your credit disbursements and to make obligation adjustments, select **6 Make Commitments/Obligations** from the STANFINS Main Menu (Figure 7-1), then select **2 Make Adjustments** (Figure 7-2), and then select **4 Oblg Adjustments for Credit Disbursements** (Figure 7-9). Screen below at Figure 7-22 will appear.

## STANFINS UNLIQ Deobligations for Credit Disbursement Screen

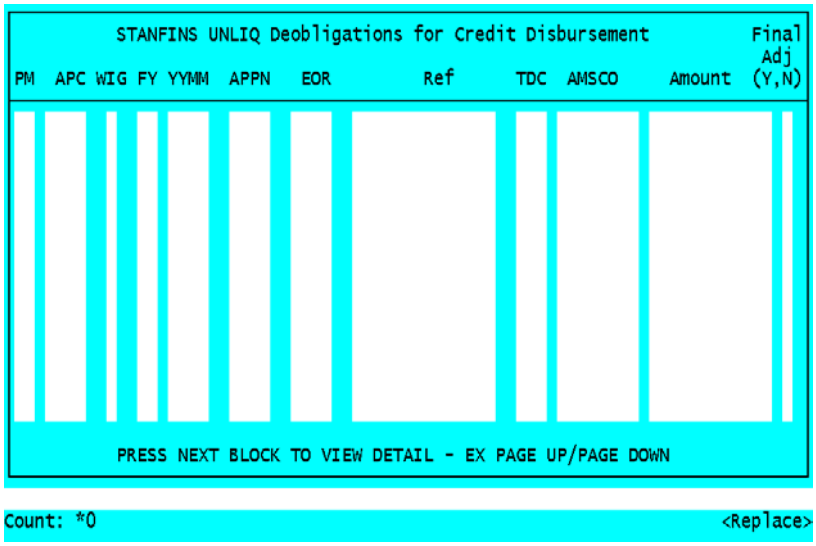



**Figure 7-22**

Once screen appears, simply press your **Execute Query** key to display all credit disbursements (Figure 7-23).

## STANFINS UNLIQ Deobligations for Credit Disbursement Screen (All)

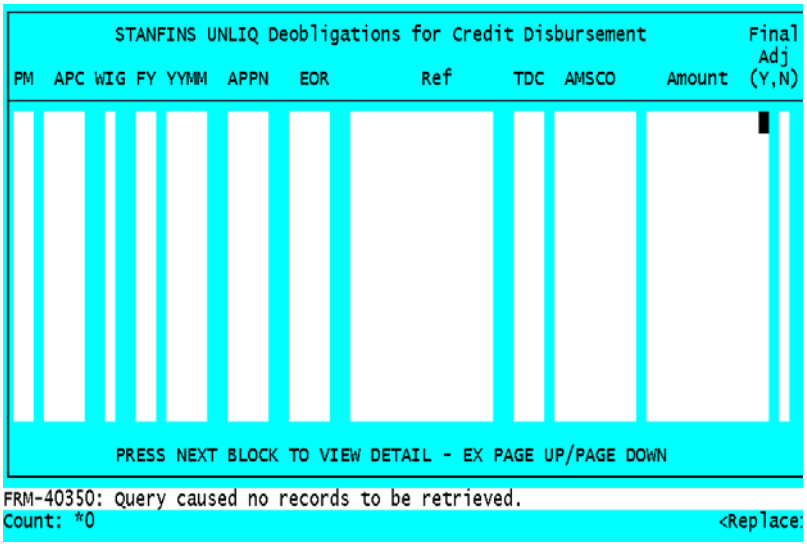



**Figure 7-23**

In our query example in the figure above, no records were retrieved. This means that there are no credit disbursements without obligations.

**7-14. Explanation of Credit Disbursement Screen.** The only fields that can be entered on this form are the **Amount** and the **Final Adj (Y,N)** field. The **Amount** is the amount to be obligated; you may change this amount. The choices in the **Final Adj** field are **Y** to make the adjustment or **N** not to make the adjustment in the **Amount** field. Default is Y for all transactions. After reviewing the adjustments on the screen, press the **Commit** key. If you enter **Y** on any adjustment, you will be presented with an alert box at Commit time to ensure you want to make the adjustment. All adjustments will be written to the Obligation Adjustment Staging Area. If after making an adjustment, you perform another query, the original adjustment will not appear because the adjustment to make the credit obligation is sitting in the staging area.

**7-15. Credit Disbursement Adjustment Detail Screen.** To view the detail of any record on the STANFINS UNLIQ Deobligations for Credit Disbursements Screen, use the **UP**↑

or **DOWN↓** to locate the record, then press **Page Up** or **Page Down (Next Block).** Another STANFINS UNLIQ Deobligations for Credit Disbursements Screen will appear. This screen will show all the details of the record. See figure below. You may make no changes to the fields on this detail screen. To get back to the previous screen, simply press **Page Up** or **Page Down** again.

## STANFINS UNLIQ Deobligations for Credit Disbursement Detail Screen

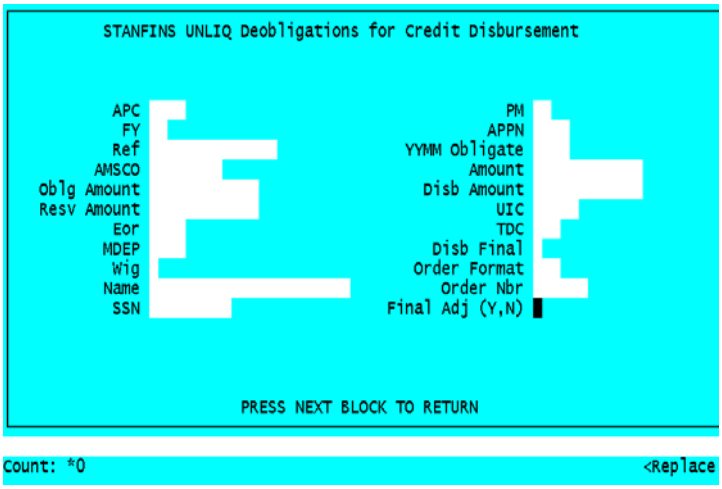



**Figure 7-24**

**7-16. Credit Obligation Adjustments.** The AFCOS definition of credit obligations are all obligations (by ref and EOR) in the Unliquidated that are credits and do not have disbursements. AMSCOs 9966* as well as EORs 41** and 46** are excluded from the results. To review these lines and to make adjustments to them, select **6 Make Commitments / Obligations** from the STANFINS Main Menu (Figure 7-1), then select **2 Make Adjustments** (Figure 7-2), and then select **5 Oblg Adjustments for Credit Obligations** (Figure 7-9). Screen below at Figure 7-25 will appear.

## STANFINS Credit Obligation Adjustments Screen

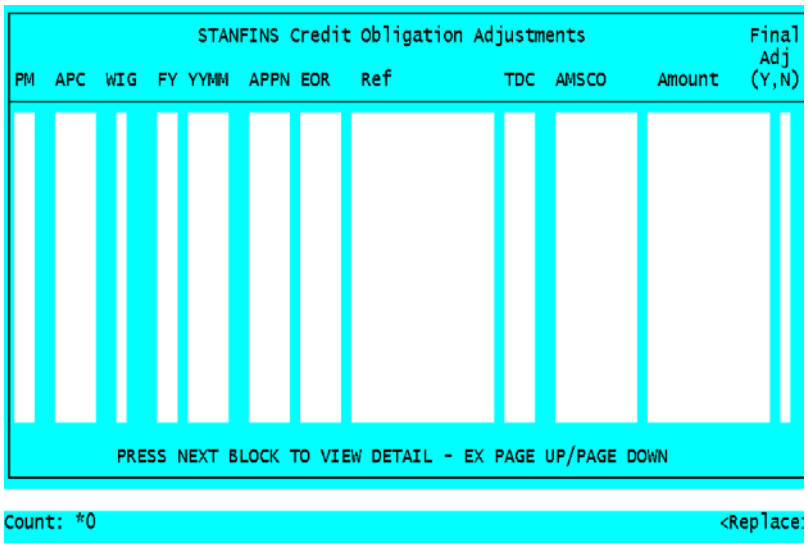



**Figure 7-25**

Once screen appears, simply press your **Execute Query** key to display all adjustments.

## STANFINS Credit Obligation Adjustments (All)

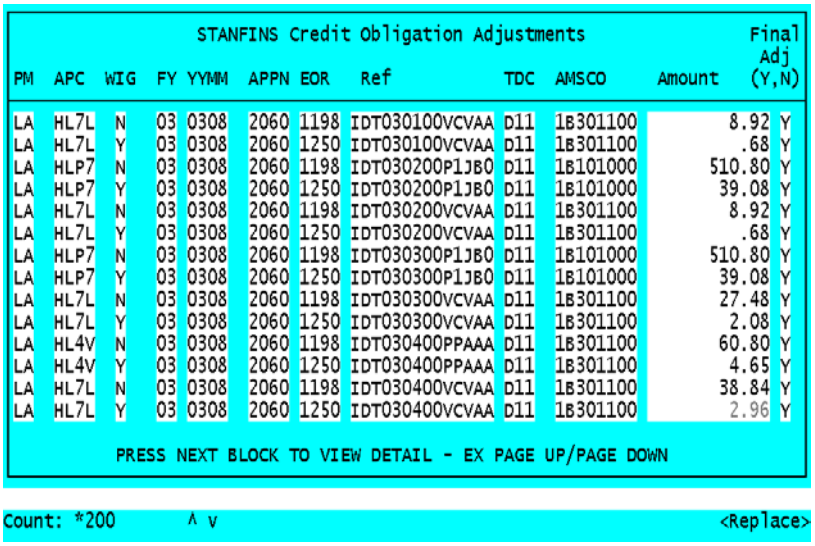



**Figure 7-26**

To filter the query, press your **Select Query** key, enter the criteria you want to display, then press the **Execute Query** key. For example, if you want to display only the credit obligations for EOR 26** and WIG of **Y**, perform the following steps:

Step 1. Press the **Select Query** key

Step 2. Press the **Tab** key until you reach the WIG column.

Step 3. Enter **Y** in the WIG column.

Step 4. Press the **Tab** key until you reach the EOR column.

Step 5. Enter **26%** in the EOR column.

Step 6. Press the **Execute Query** key.

## STANFINS Credit Obligation Adjustments (Filtered)

STANFINS Credit Obligation Adjustments

| PM | APC | WIG | FY | YYMM | APPN | EOR | Ref | TDC | AMSCO | Amount | Final Adj (Y,N) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| U0 | HUE8 | Y | 03 | 0308 | 2065 | 26GU | w80BGX23610012 | | 111G1100 | 4218.00 | Y |
| U0 | HU0X | Y | 03 | 0308 | 2065 | 26CB | w9072x32030208 | | 113G1800 | 185.52 | Y |
| U0 | HU0X | Y | 03 | 0308 | 2065 | 26CB | w9072x32030212 | | 113G1800 | 21.32 | Y |
| UB | HUAO | Y | 03 | 0308 | 2065 | 26GU | w53T0A30120712 | | 112G1500 | 410.40 | Y |
| UB | HUAO | Y | 03 | 0308 | 2065 | 26GU | w53T0A30120713 | | 112G1500 | 102.60 | Y |
| UB | HUAO | Y | 03 | 0308 | 2065 | 26GU | w53T0A30120756 | | 112G1500 | 27139.20 | Y |
| UB | HUAO | Y | 03 | 0308 | 2065 | 26GU | w53T0A30120757 | | 112G1500 | 10999.60 | Y |
| UB | HUAO | Y | 03 | 0308 | 2065 | 26GU | w53T0A30120766 | | 112G1500 | 2814.00 | Y |
| UB | HUAO | Y | 03 | 0308 | 2065 | 26GU | w53T0A30120770 | | 112G1500 | 143.30 | Y |
| UB | HUAO | Y | 03 | 0308 | 2065 | 26GU | w53T0A30120772 | | 112G1500 | 573.20 | Y |
| UB | HUAO | Y | 03 | 0308 | 2065 | 26GU | w53T0A30120779 | | 112G1500 | 429.90 | Y |

PRESS NEXT BLOCK TO VIEW DETAIL - EX PAGE UP/PAGE DOWN

Count: *11 <Replace

**Figure 7-27**

**7-17. Explanation of Credit Obligation Screen.** The only fields that can be entered on this form are the **Amount** and the **Final Adj (Y,N)** field. The **Amount** is the amount to be obligated; you may change this amount. The choices in the

**Final Adj** field are **Y** to make the adjustment or **N** not to make the adjustment in the **Amount** field. If you enter **Y** on any adjustment, you will be presented with an alert box at Commit time to ensure you want to make the adjustment. All adjustments will be written to the Obligation Adjustment Staging Area. If after making an adjustment, you perform another query, the original adjustment will not appear because the adjustment to correct the credit obligation is sitting in the staging area.

**7-18. Credit Obligation Adjustments Detail Screen.** To view the detail of any record on the STANFINS Credit Obligation Adjustments Screen, use the **UP**↑ or **DOWN**↓ to locate the record, then press **Page Up** or **Page Down (Next Block).** Another STANFINS Credit Obligation Adjustments Screen will appear. This screen will show all the details of the record. See figure below. You may make no changes to the fields on this detail screen. To get back to the previous screen, simply press **Page Up** or **Page Down** again.

## STANFINS Credit Obligation Adjustments Detail Screen

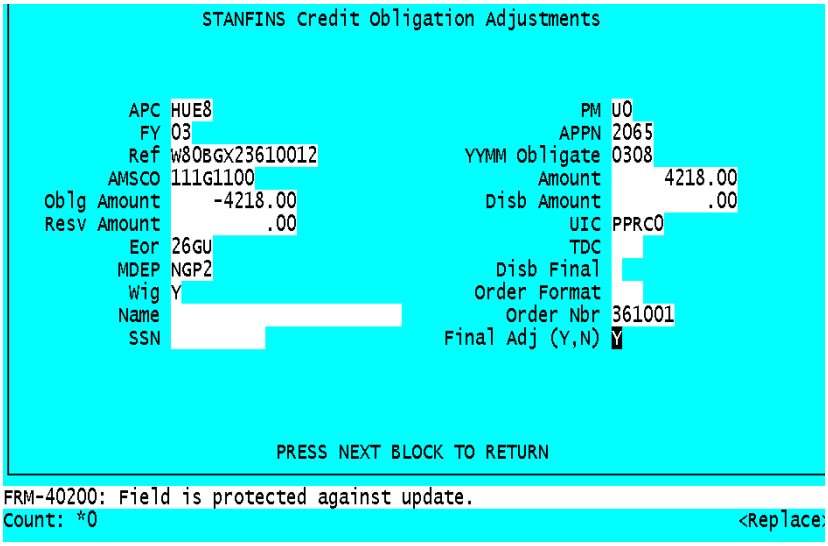



**Figure 7-28**

**7-19. Disbursements WITHOUT Obligations.** The AFCOS definition of disbursements without obligations is all

disbursements in the Unliquidated that are debits and do not have obligations. AMSCOs 9966* as well as EORs 41** and 46** are excluded from the results. These lines will also appear on the NULO adjustment screen (option 1). To review these lines and to make adjustments to the obligations, select **6 Make Commitments / Obligations** from the STANFINS Main Menu (Figure 7-1), then select **2 Make Adjustments** (Figure 7-2), and then select **7 Disbursements WITHOUT Obligations** (Figure 7-8). Screen below at Figure 7-29 will appear.

## STANFINS UNLIQ Disbursement WITHOUT an Obligation Screen

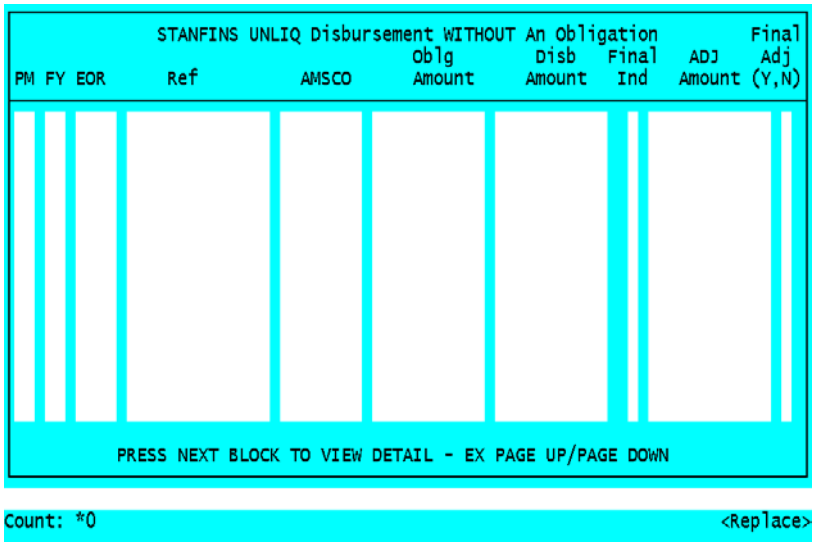



**Figure 7-29**

Once screen appears, simply press your **Execute Query** key to display all adjustments.

# STANFINS UNLIQ Disbursement WITHOUT An Obligation Screen (Queried)

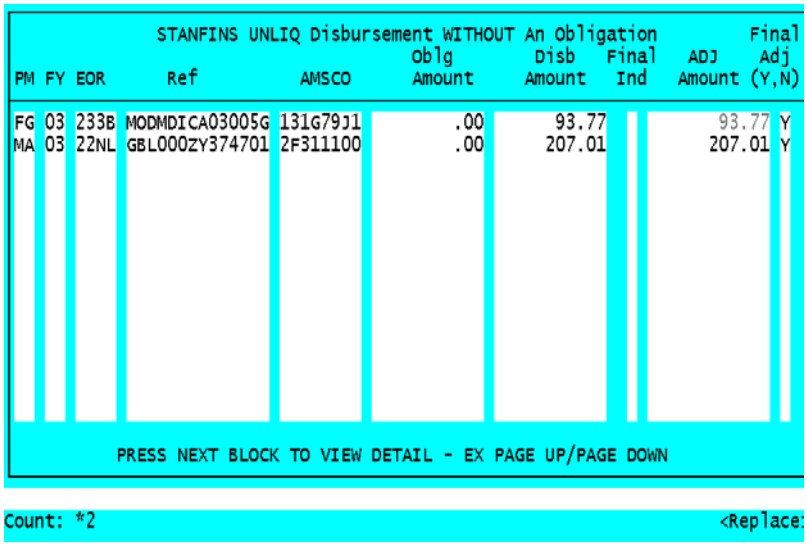



**Figure 7-30**

**7-20. Explanation of Disbursements without Obligations Screen.** The only fields that can be entered on this form are the **Amount** and the **Final Adj (Y,N)** field. The **Amount** is the amount to be obligated; you may change this amount. The choices in the **Final Adj** field are **Y** to make the adjustment or **N** not to make the adjustment in the **Amount** field. The default is **Y**. If you enter **Y** on on any adjustment, you will be presented with an alert box at Commit time to ensure you want to make the adjustment. After reviewing the adjustments on the screen, press the **Commit** key. All adjustments will be written to the Obligation Adjustment Staging Area. If after making an adjustment, you perform another query, the original adjustment will not appear because the adjustment to make the obligation is sitting in the staging area.

**7-21. Disbursements without Obligations Detail Screen.** To view the detail of any record on the STANFINS UNLIQ Disbursement WITHOUT an Obligation Screen, use the **UP**↑ or **DOWN**↓ to locate the record, then press **Page Up** or **Page Down (Next Block).** Another STANFINS UNLIQ Disbursement WITHOUT an Obligation Screen will appear. This screen will show all the details of the record. See figure below. You may make no changes to the fields on this detail screen. To get back to the previous screen, simply press **Page Up** or **Page Down** again.

# STANFINS UNLIQ Disbursement WITHOUT An Obligation Detail Screen

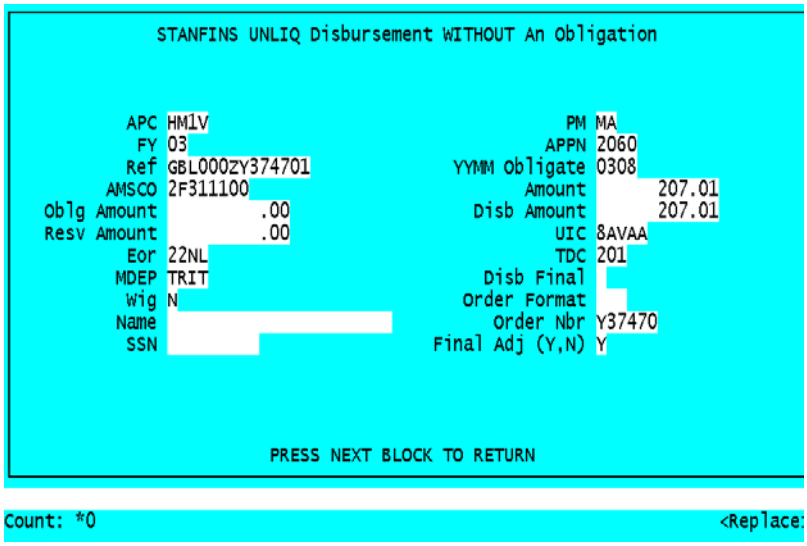



**Figure 7-31**

**7-22. Destroy Records in the Obligation Adjustment Table.** If you have created obligation adjustments that you do not want to send to ODS, you may use this screen to destroy them. To access this screen select **6 Make Commitments / Obligations** from the STANFINS Main Menu (Figure 7-1), then select **2 Make Adjustments** (Figure 7-2), and then select **6 Destroy Records in the Obligation Adjustment Table** (Figure 7-9). You will see the screen below.

# Purge Obligation Adjustments Screen

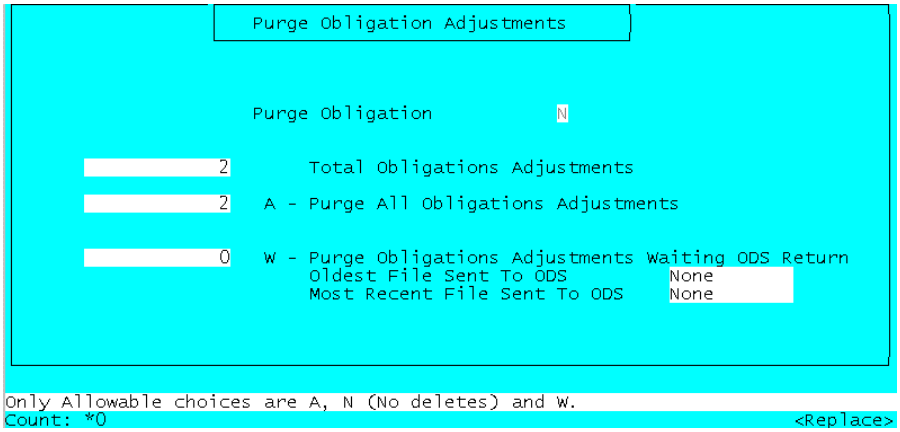



**Figure 7-32**

**7-23. Explanation of the Purge Obligation Adjustments Screen.** You are only allowed 3 choices on this screen. **N** allows no deletions. **A** allows you to delete all obligation adjustments. And **W** allows you to purge adjustments waiting ODS return. Do not select "W" unless you have verified that the transactions have been processed and are posted to the History in AFCOS/STANFINS.

**7-24. Copy History to Staging Area.** A third option on the **Make Obligations/Adjustments** Menu allows you to copy a record from STANFINS history to the commitment staging area. You can also reverse a transaction and/or change an APC with this menu option.

**7-25. Copy to Reservation Staging Area Screen.** To access this option select **6 Make Commitments/Obligations** from the STANFINS Main Menu (Figure 7-1) and then select **3 Copy History to Staging Area.** You will see the screen at Figure 7-33.

## Copy to Reservation Staging Area Screen

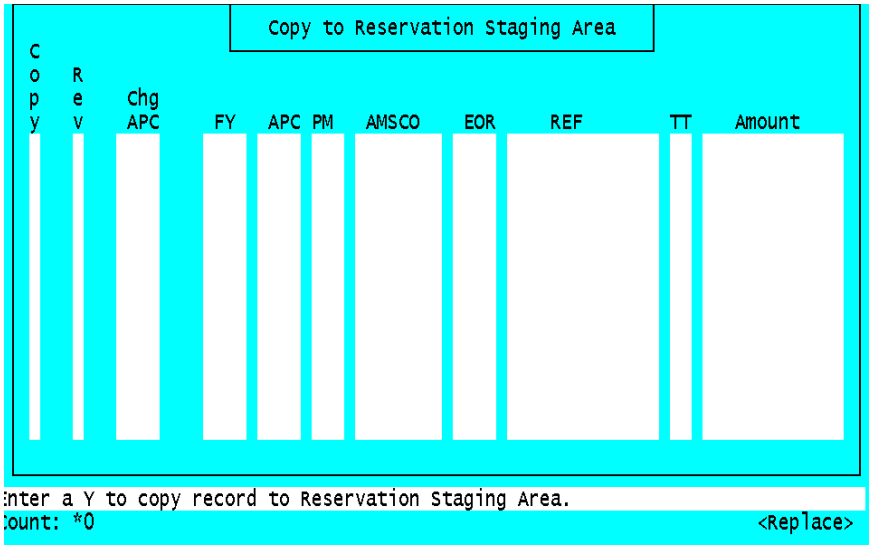



**Figure 7-33**

**7-26. Copy a Record.** If you merely want to copy a record or records from STANFINS history, you must first query the records in history. A full query of all the records in history is not allowed. You must query at least one field. You will not be allowed to retrieve records with EOR 41##, EOR 46## or AMSCO 99660000 in your query. For example, if you want to copy all of the records for EOR 21P4 in APC HNEU, first **select query**, then type in **HNEU** in the APC field and **21P4** in the EOR field. Then **execute query.** Figure 7-34 will appear.

# Copy to Reservation Staging Area (Queried)

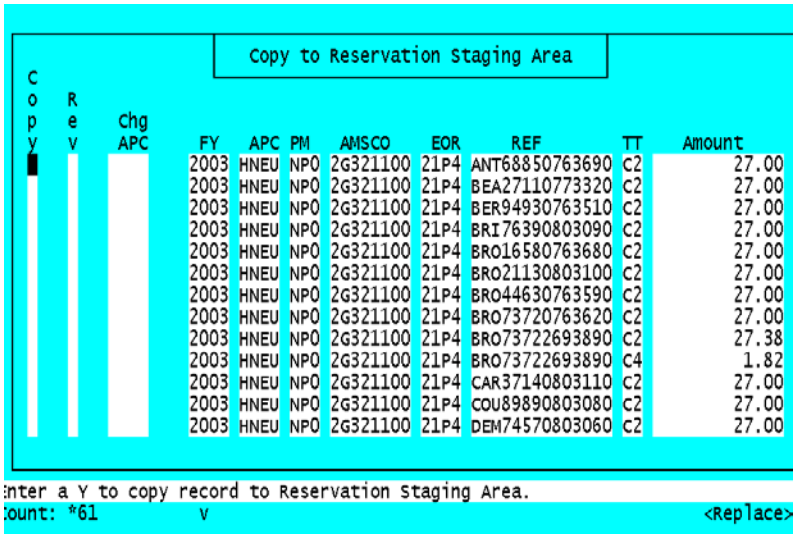



**Figure 7-34**

Next type a **Y** in the "Copy" column next to the record(s) you want to copy. Then **Commit** the records. You will see a message that states the amount of adjustment you are creating and allows you to continue or cancel this process. See Figure 7-35.

## Continue or Cancel Screen

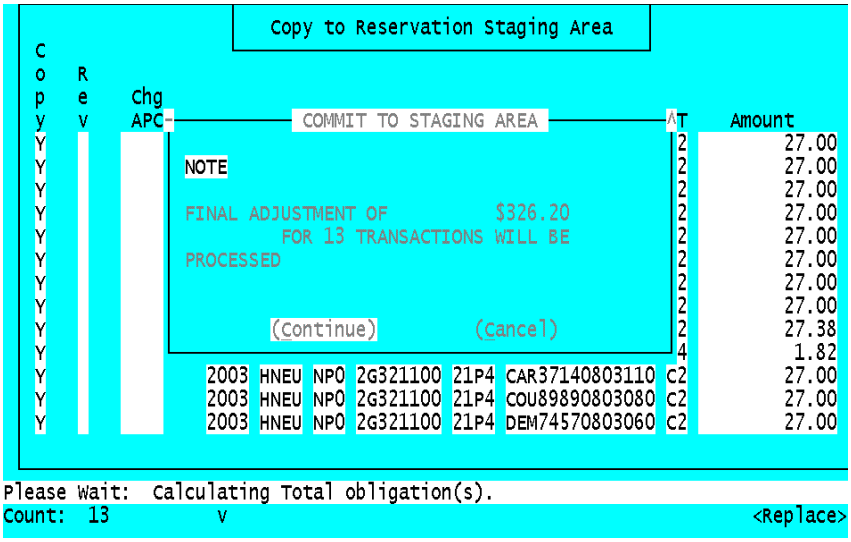



**Figure 7-35**

The records have now been copied to the staging area. They will appear in the Commitment Maintenance and the

Commitment Error Maintenance Staging Areas. If you edit the staging areas before reviewing them, these records will not appear in the Commitment Error Maintenance Staging Area. They will only appear in the Commitment Maintenance Staging Area. See Section 6 of this manual for a full explanation of these staging areas.

**7-27. Copy a Record to a Different APC.** This option also allows you to copy a record or records to a different APC. For example, you want to copy all records for reference number "DEM74570803060", APC "HNEU" to APC "HA01". First access this option by selecting **6 Make Commitments/ Obligations** from the STANFINS Main Menu (Figure 7-1) and then select **3 Copy History to Staging Area.** You will see the screen at Figure 7-33. Then **select query.** Type in **HNEU** in the APC field and **DEM74570803060** in the REF field. (Note: You will not be allowed to retrieve records with EOR 41##, EOR 46## or AMSCO 99660000 in your query.) Then **execute query.** Type **Y** in the Copy field and **HA01** in the Chg APC field. See figure below.

**Copy to a Different APC Screen**

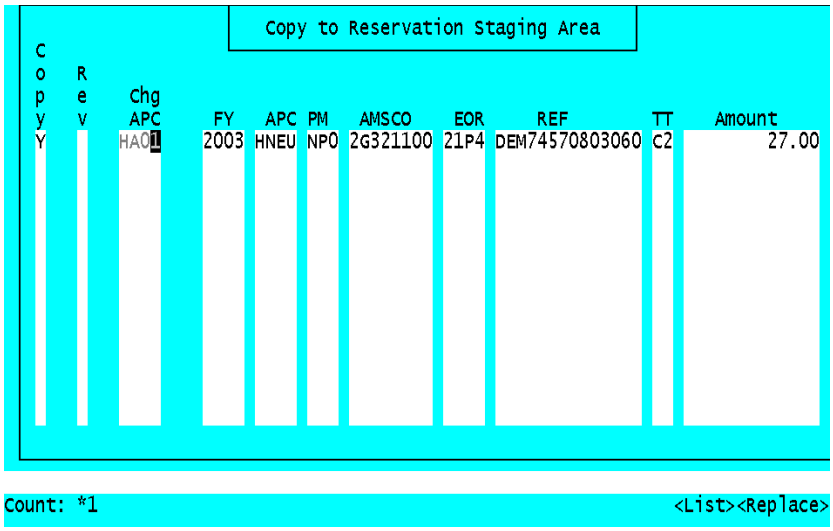



**Figure 7-36**

Then **Commit** the records. You will see a message that states the amount of adjustment you are creating and allows you to continue or cancel this process. See figure below.

## Continue or Cancel Screen

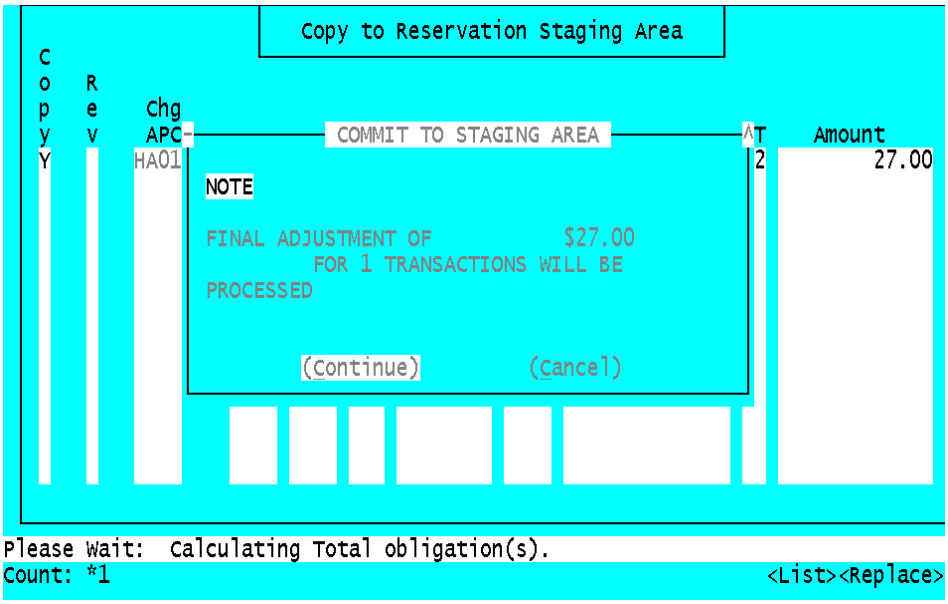



**Figure 7-37**

Once you continue, the record will be copied to the staging area. It will appear in the Commitment Maintenance and the Commitment Error Maintenance Staging Areas. If you edit the staging areas before reviewing them, this record will not appear in the Commitment Error Maintenance Staging Area. It will only appear in the Commitment Maintenance Staging Area. See Section 6 of this manual for a full explanation of these staging areas.

**7-28. Reverse and Copy a Record to a Different APC.** This option also allows you to reverse a record in STANFINS history and copy it to a different APC. For example, you want to back out an obligation for APC "HNEU", EOR "21P4" and reference number "DEM74570803060", and make an obligation for the same reference number and EOR in APC "HA01". First access this option by selecting **6 Make Commitments/ Obligations** from the STANFINS Main Menu (Figure 7-1) and then select **3 Copy History to Staging Area.** You will see the screen at Figure 7-28. Then **select query.** Type in **HNEU** in the APC field, **21P4** in the EOR field and **DEM74570803060** in the REF field. Then **execute query.** Type **Y** in the Copy field; type **Y** in the Rev field; and type **HA01** in the Chg APC field. See figure below.

## Reverse, Copy and Change APC Screen

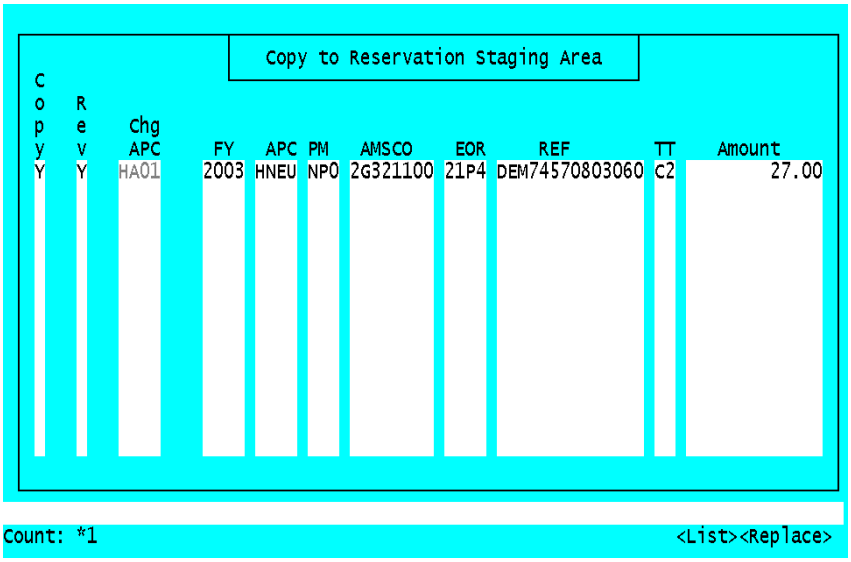



**Figure 7-38**

Next you **Commit** these records. You will see a message that states the amount of adjustment you are creating and allows you to move the records and exit or merely exit this process. See figure below.

## Move Records and Exit or Exit Screen

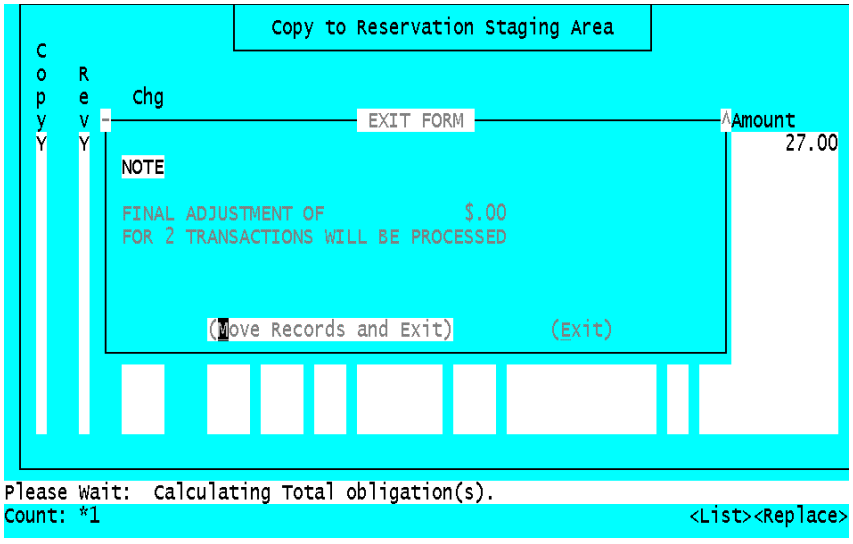



**Figure 7-39**

As you can see from the screen, you are creating 2 transactions. One will be a reversal of the copied record

(in this case a credit obligation to APC HNEU) and the other will be this transaction copied in every field except the APC (a debit obligation to APC HA01). The total of these two created transactions is $0. Once you continue, the records will be copied to the staging area. They will appear in the Commitment Maintenance and the Commitment Error Maintenance Staging Areas. If you edit the staging areas before reviewing them, these records will not appear in the Commitment Error Maintenance Staging Area. They will only appear in the Commitment Maintenance Staging Area. See Section 6 of this manual for a full explanation of these staging areas.

**7-29. Copy a Reversal of a Record.** This option also allows

you to create a reversal of a record in STANFINS history. For example, you want to create reversals for all records in APC "HNEU", EOR "21P4", for Reference Number "BRO73722693890." First access this option by selecting **6 Make Commitments/ Obligations** from the STANFINS Main Menu (Figure 7-1) and then select **3 Copy History to Staging Area.** You will see the screen at Figure 7-33. Then **select query.** Type **HNEU** in the APC field, **21P4** in the EOR field, and **BRO73722693890** in the REF field. Then **execute query.** Type **Y** in the Rev field. See figure below.

## Copy Reversal of a Record

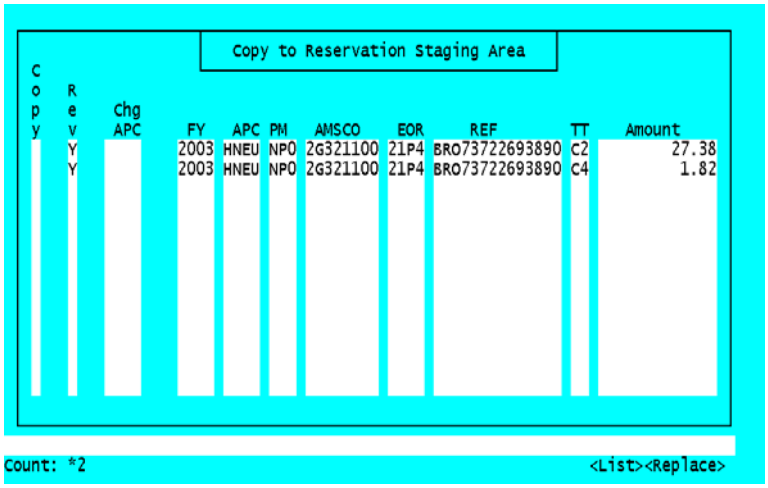



**Figure 7-40**

Next you **Commit** these records. You will see a message that states the amount of adjustment you are creating and allows you to continue or cancel this process. See figure below.

## Continue or Cancel Screen

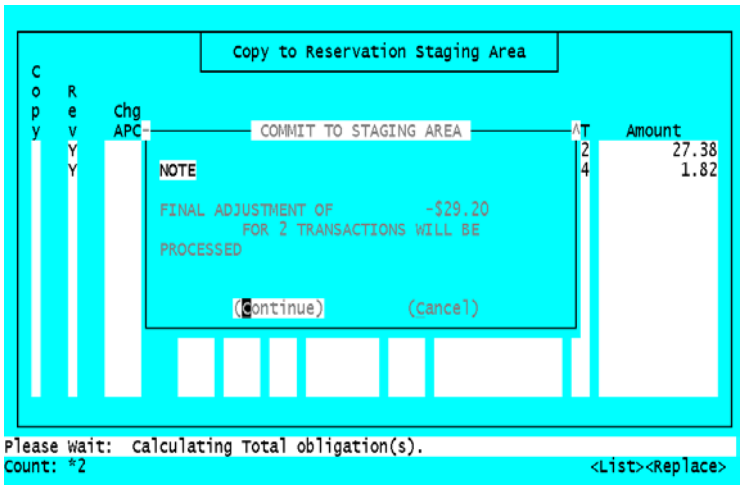



**Figure 7-41**

Once you continue, the record will be copied to the staging area. It will appear in the Commitment Maintenance and the Commitment Error Maintenance Staging Areas. If you edit the staging areas before reviewing it, this record will not appear in the Commitment Error Maintenance Staging Area. It will only appear in the Commitment Maintenance Staging Area. See Section 6 of this manual for a full explanation of these staging areas.

**7-30. Copy a Reversal of a Record to a Different APC.** This option also allows you to create a reversal of the amount of a transaction into a different APC. For example, you want to create reversal amounts of all records in APC "HNEU" for Reference Number "DEM74570803060", but you want them to be in APC "HA01". First access this option by selecting **6 Make Commitments/ Obligations** from the STANFINS Main Menu (Figure 7-1) and then select **3 Copy History to Staging Area.** You will see the screen at Figure 7-33. Then **select query.** Type **HNEU** in the APC field and **DEM74570803060** in the REF field. Then **execute query.** **(**Note: You will not be allowed to retrieve records with EOR 41##, EOR 46## or AMSCO 99660000 in your query.) Skip the Copy field, type **Y** in the Rev field and type **HA01** in the Chg APC field. See figure below.

## Copy Reversal to Different APC

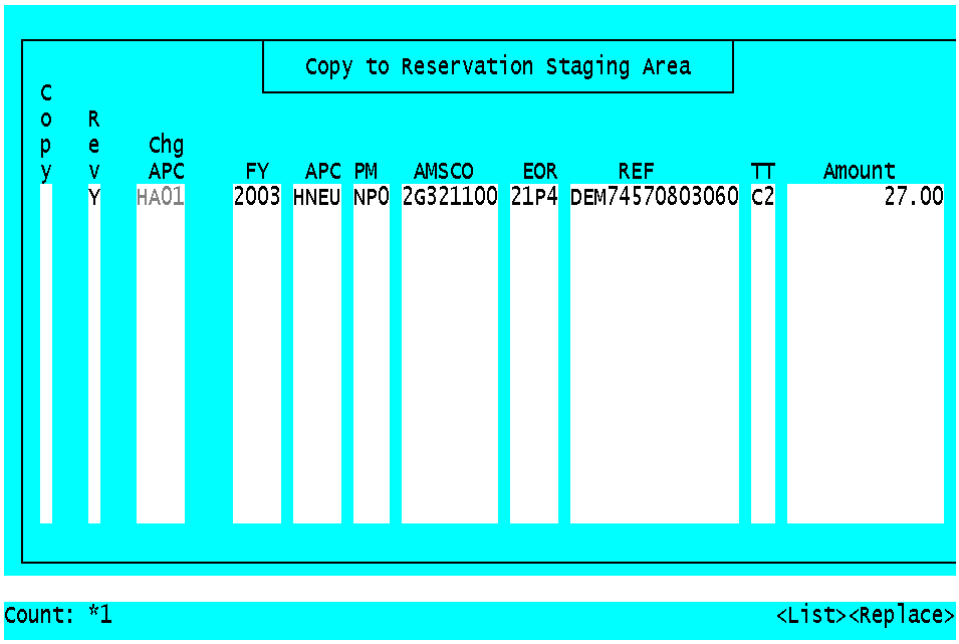



**Figure 7-42**

Next you **Commit** these records. You will see a message that states the amount of adjustment you are creating and allows you to continue or cancel this process. See figure below.

## Continue or Cancel Screen

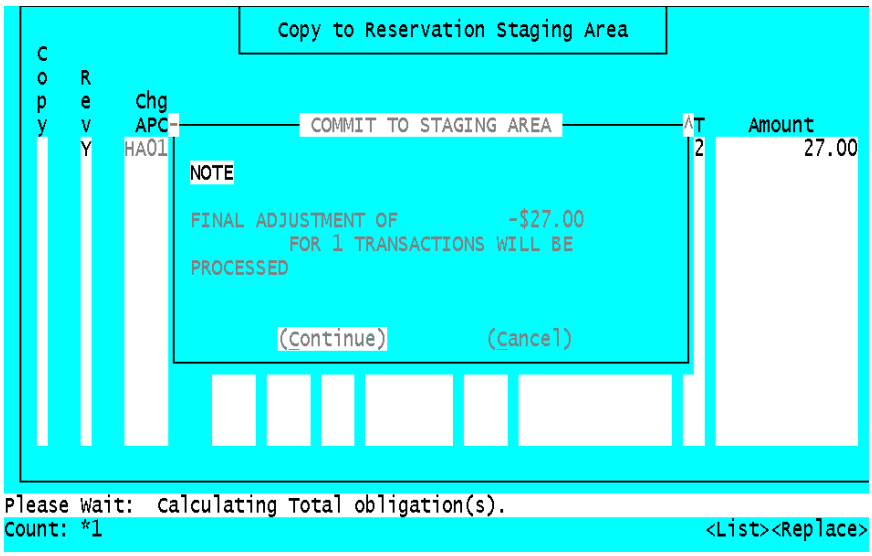



**Figure 7-43**

Once you continue, the record will be copied to the staging area. It will appear in the Commitment Maintenance and the Commitment Error Maintenance Staging Areas. If you edit the staging areas before reviewing it, this record will not appear in the Commitment Error Maintenance Staging Area. It will only appear in the Commitment Maintenance Staging Area. See Section 6 of this manual for a full explanation of these staging areas.

**7-31. Meeting Daily Cutoff For ODS.** Obligation file adjustments will be created in AFCOS and sent directly to ODS for processing. Meeting daily cutoff for ODS obligation files will ensure ODS obligation file availability for STANFINS cycle the same day.

**7-32. Estimate and Reserve Funds for Civilian Pay.** A fourth option on the Make Commitments/Obligations menu allows you to reserve funds for civilian pay for the remainder of the fiscal year. These events do not become obligations, but are reflected in your fund balances. In order to have your fund balances as accurate as possible, you must run this program after each payroll is posted to STANFINS. To access this feature, select **6 Make Commitments/Obligations** from the STANFINS Main Menu. Then select **4 Estimate and Reserve Funds for Civilian Pay.** Screen below will appear. Press **<enter>** to begin the process.

**Civilian Pay Reservation Events Screen**

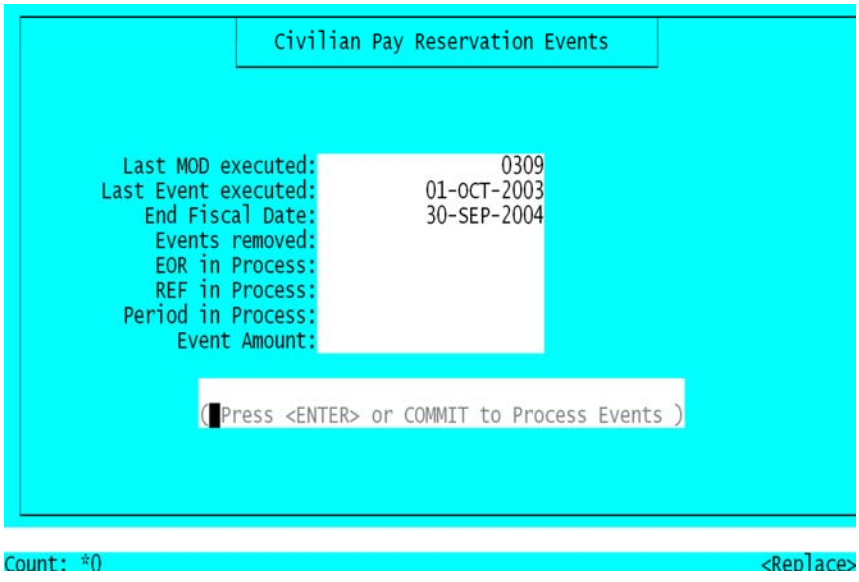



**Figure 7-44**

Once you press <enter>, a warning box may appear stating that you may not be creating any different records than were created the last time this feature was run. You will only be creating different records if a new payroll has been posted to STANFINS since the last time you ran this program.

## Civilian Pay Events Warning Box

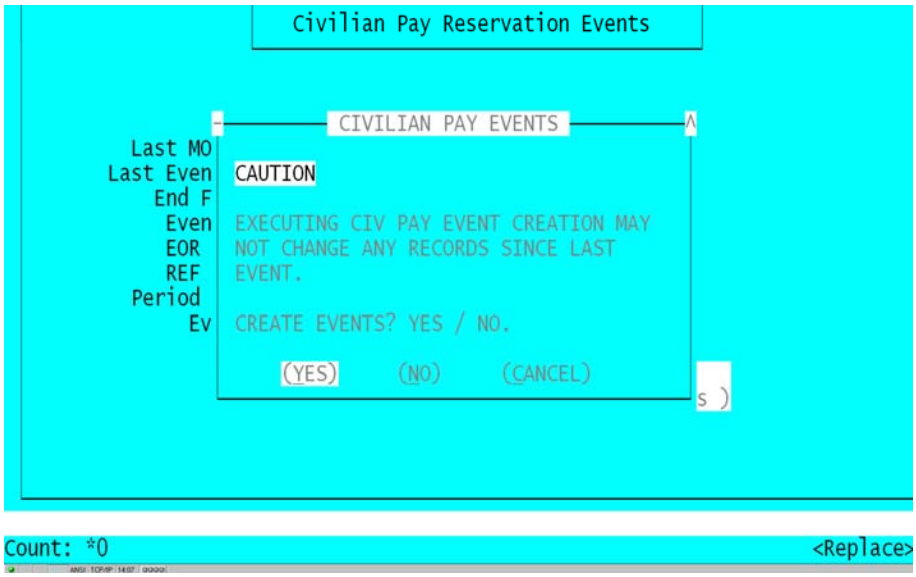



**Figure 7-45**

If you select **(NO)** or **(CANCEL)**, a message "Process Halted" will appear at the bottom of the screen. Simply exit the screen at this point. Once you select **(YES)**, the program removes all previous events for civilian pay. Then it creates an event that is a reversal of the mod that is currently on the STANFINS Unliquidated. And finally it creates estimated new events for the remainder of the year. These estimates are based on the most recent payroll. The program takes a few minutes to complete. Once the process is complete, a screen similar to the one below will appear with the message "Process Complete" at the bottom of the screen.

# Civilian Pay Reservation Process Complete Screen

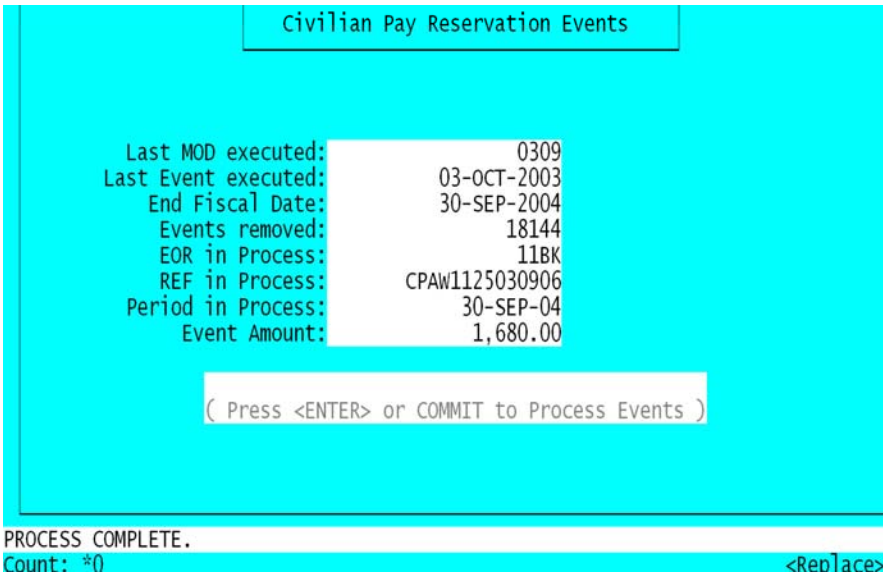



**Figure 7-46**

## 7-33. Explanation of Fields on Civilian Pay Reservation Events Screen.

- **Last Mod Executed –** Year and month last payroll mod was executed.
- **Last Event Executed –** The last date this program was run.
- **End Fiscal Date –** The last date of the current fiscal year.
- **Events Removed -** Number of events removed.
- **EOR in Process –** The EOR that is being processed. This EOR changes while the program is running.
- **REF in Process –** A reference number from the last payroll processed in STANFINS. This reference number changes as the program runs.
- **Period in Process** – This field shows dates for which events are being created. Events are created for each pay period for the remainder of the fiscal year.

- **Event Amount** – Amount of each reservation event. This amount will change as the program runs.

The last line of the screen will give you various messages as the program runs. It will first read "Removing Past Events," then "Creating Future Events" and "Obtaining Event Commitment Value" and finally "Process Complete."

**7-34. Viewing Civilian Pay Reservation Events.** You may view the individual events you have created on the "Other Type Input" screen. To access this screen, first select **6 Make Commitments/Obligations** from the STANFINS Main Menu; then select **1 Make Commitments.** Screen below will appear.

## Other Type Input Screen

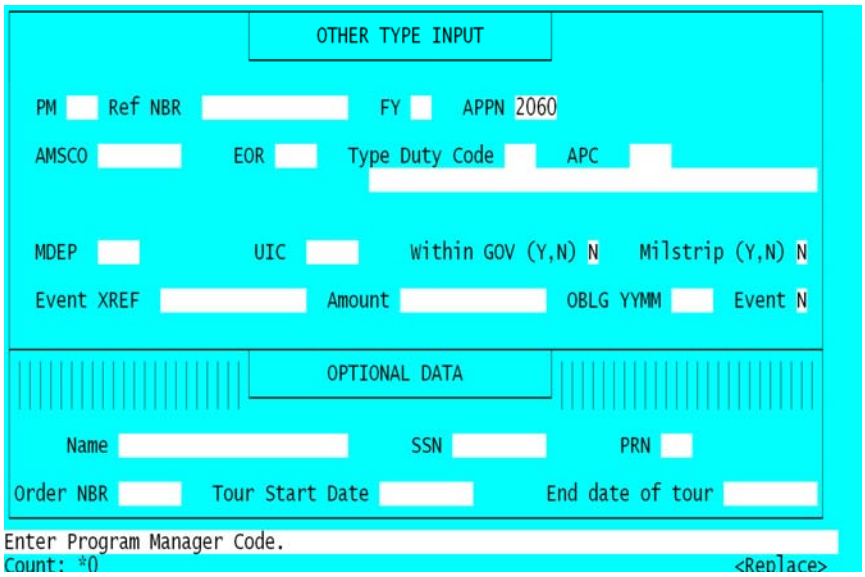



**Figure 7-47**

To view the events, first **select query;** then tab to "Ref NBR" field; then enter **CIV%;** then **execute query.** Screen similar to the one below will appear. Note that the Reference Number for all records is "CIVILIANEVENTS" and the Event Code is "E". Because these are all events, they will never pass to the commitment staging area and to STANFINS as obligations. They will remain as reservations. Use the **Up↑** or **Down↓** arrows to navigate through the records.

## Other Type Input (Queried) Screen

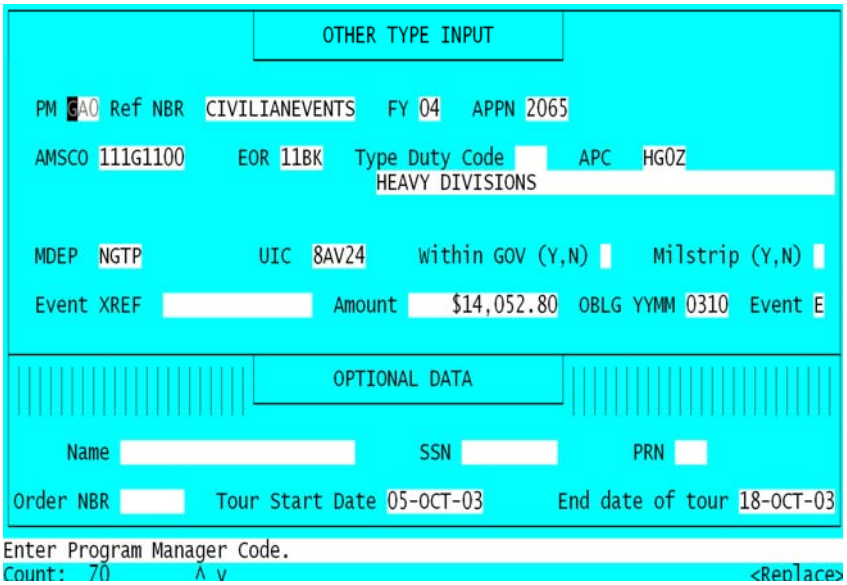



**Figure 7-48**

These events will also appear on the following reports: Reservation Master List, Transaction Ledger, and Commitment Ledger. A sample from the Transaction Ledger appears below. (See Section 14 – Review Fund Balances and Section 13 Reports for instructions on how to create and print these reports.)

## Transaction Ledger (Detail)

| REF NBR | TC | APC | APPN | AMSCO | EOR | MDEP | Entry Date | File | Amount |
|---|---|---|---|---|---|---|---|---|---|
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 25.62 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 76.87 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |
| CIVILIANEVENTS | R6 | | 2065 | 133G9200 | 12KJ | | 031003 | RESV | 85.41 |

stf205522.prt (17%)

**Figure 7-49**

# SECTION 8

# M2 M3 APC (ACCOUNTING PROCESSING CODE) MAINTENANCE

**8-1. M2 M3 APC (Accounting Processing Code) Maintenance.** It is STRONGLY suggested that only one person in accounting have the authority to make and maintain the APCs. The APC in STANFINS drives AFCOS. If the APC is not loaded in STANFINS and ODS, the APC cannot be used in AFCOS. In the STANFINS operating environment the four position (alphanumeric) APC code is the system data element that carries the attributes of the accounting classification (with the exception of the EOR and fiscal year). Accounting needs to structure the APC in a manner that will facilitate optimal use of the various reports and listings produced by the system. It is very important that accounting personnel understand how to react quickly and effectively to AMSCO, MDEP, Limit, and especially Type Duty Code (TDC) changes. AFCOS contains a module that allows the Supervisory Accountant to maintain the APCs through the use of M2 and M3 STANFINS records. This section will not go into all the specific details of what is populated in a M2 or M3, but will instead concentrate on how to maintain your APCs through the use of AFCOS. There are basically four different ways to make an APC. You can enter it directly into STANFINS, which is not easy; you can enter it into DARS, which is not easy either; you can enter it directly into AFCOS, which is easier than STANFINS or DARS, but still labor intensive; or you can use the preferred method in AFCOS of COPYING then UPDATING. This section will only cover the preferred method of maintaining APCs.

**8-2. Adding a Single APC.** There are a couple of different ways to make a new APC. You can enter all the data about the APC, which is very time consuming and labor intensive, or you can do it the easy way by copying an existing APC and then updating the data that has changed. Consider the scenario and step-by-step process below:

> Scenario – Program manager calls and says he is trying to put in an active duty order for COL John Doe in unit PPRC1 for type duty code (TDC) 341. When he

attempts to commit the record, AFCOS displays a message that the PM and TDC are not compatible with STANFINS. Knowing that STANFINS drives AFCOS, you should know that there is not an APC established for PPRC1 with TDC 341.

NOTE: At first glance at the steps below, it would appear that this is a very time consuming process. It's really very easy and very quick. If you already know how to navigate and perform queries in AFCOS, the first 9 – 10 steps will be completed in less than 15 seconds.

Step 1. Verify there is no APC for this unit. Select **7 Validation Files** from the STANFINS Main Menu and then select **1 Review APC Master file.**

**STANFINS Main Menu Screen**

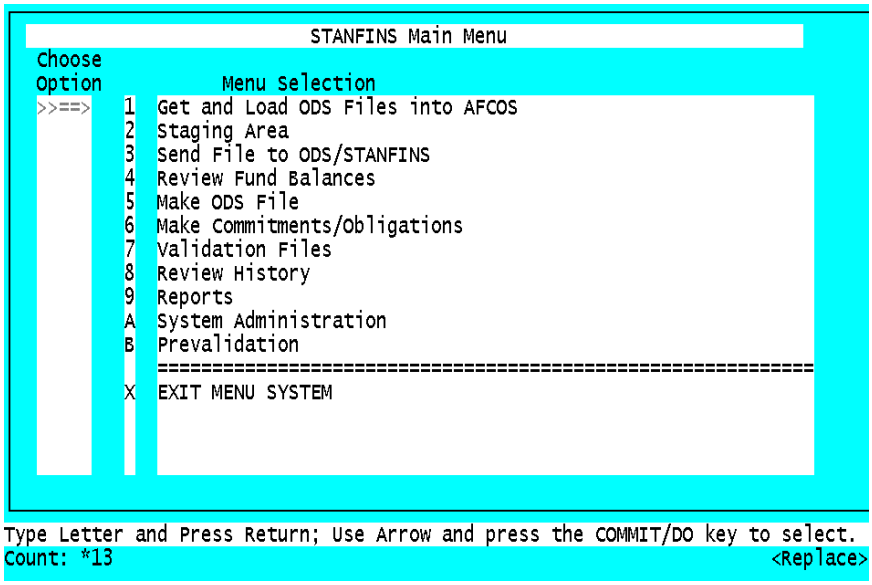



**Figure 8-1**

## Validation Files Screen

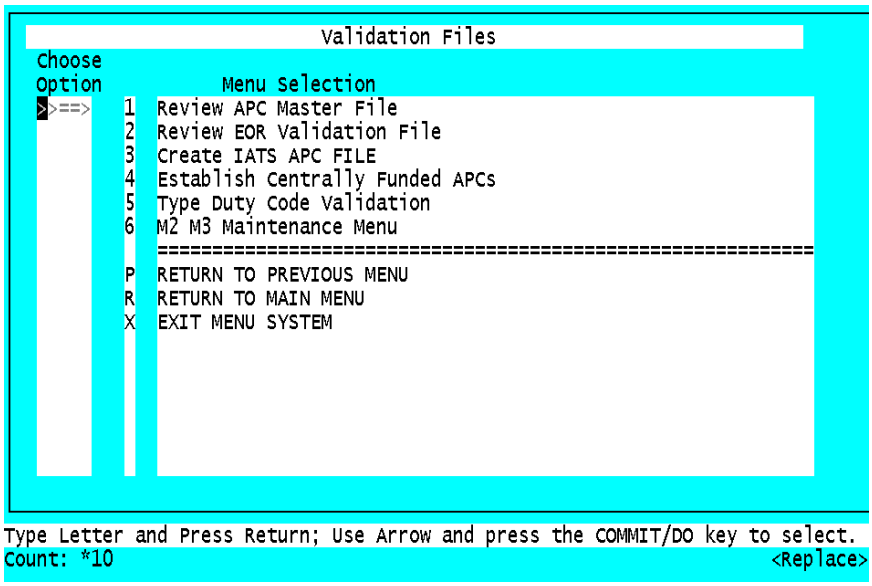



**Figure 8-2**

## APC Master Query Screen

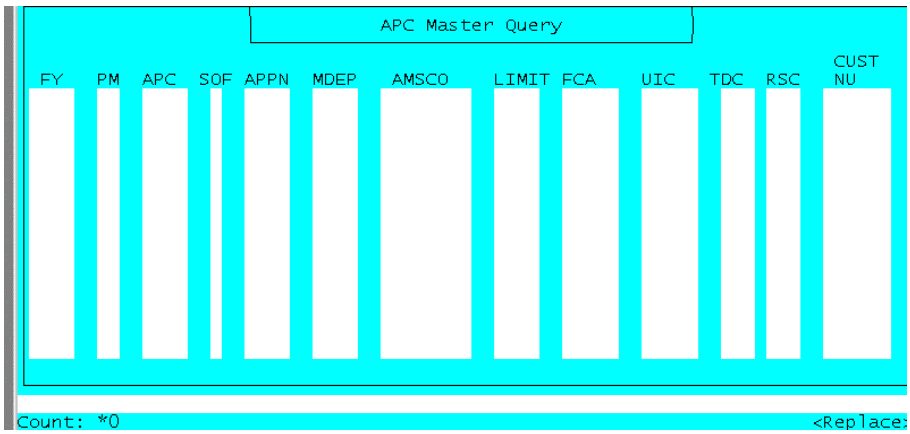



**Figure 8-3**

Step 2. Press **Select Query** key.

Step 3. Press **Tab** key until you get to the UIC. Enter **PPRC1** in the UIC field. Press **Tab** key again until you get to the TDC. Enter **341** in the TDC field.

Step 4. Press **Execute Query** key. If records appear, then the PM was wrong and he or she should try it again. If the PM is correct, you will receive a

message that no records were found. Assuming no records were found, proceed to step 5.

Step 5. What we want to do now is find an APC we can copy to add a new APC for PPRC1. We will look for another unit that has TDC 341. Press **Select Query** key.

Step 6. Press **Tab** key until you get to the TDC. Enter **341** in the TDC field and then press **Execute Query** key.

Step 7. Make a note of the APC for any unit that appears on the screen. For this scenario, we will say that unit P17A1 appears with APC HA01.

## APC Master Query Screen

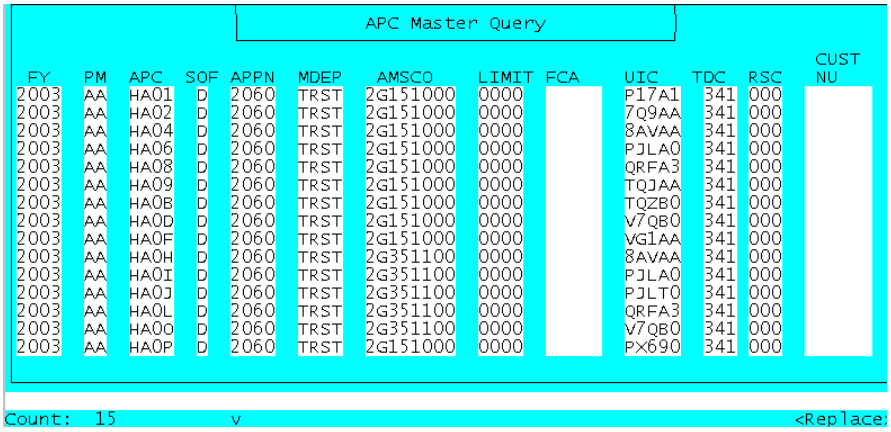



**Figure 8-4**

Step 8. Return to the Validation Files Menu (Figure 8-2) and then select **6 M2 M3 Maintenance Menu.** Then select **1 M2 M3 Maintenance.**

## M2 M3 Maintenance Menu Screen

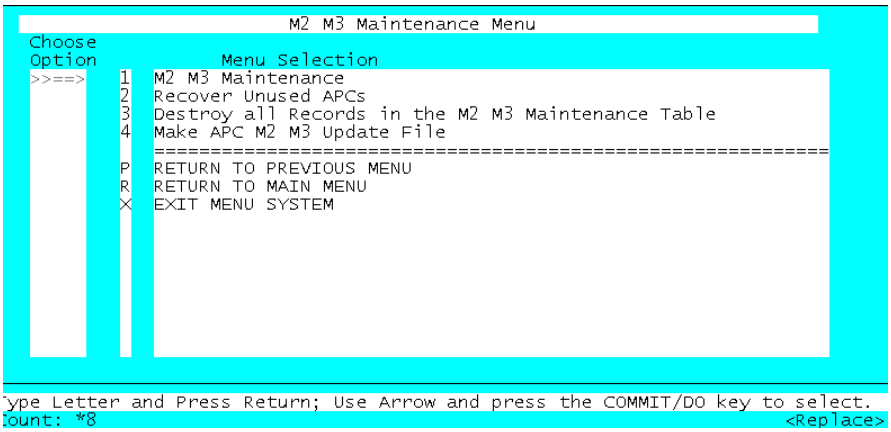



**Figure 8-5**

You will then see the screen at Figure 8-6.

## M2 – M3 Maintenance Input Screen

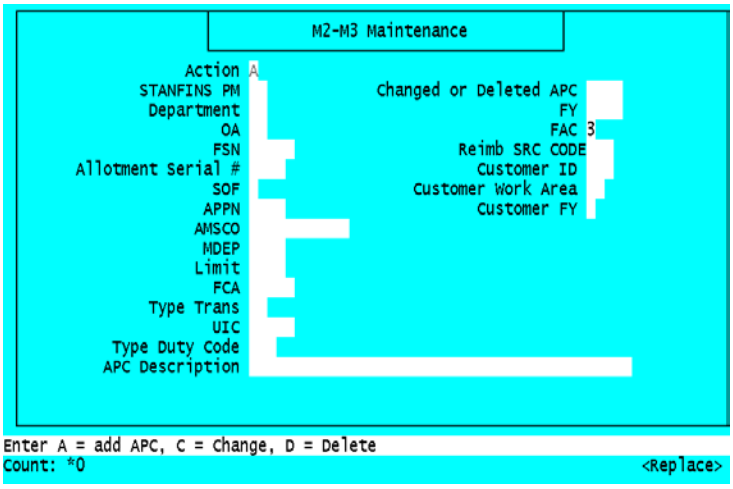



**Figure 8-6**

Press **Page Up** or **Page Down** key until you get to the screen titled "APC Delete/Change". A sample illustration of the screen is at Figure 8-7.

## APC Delete / Change Input Screen

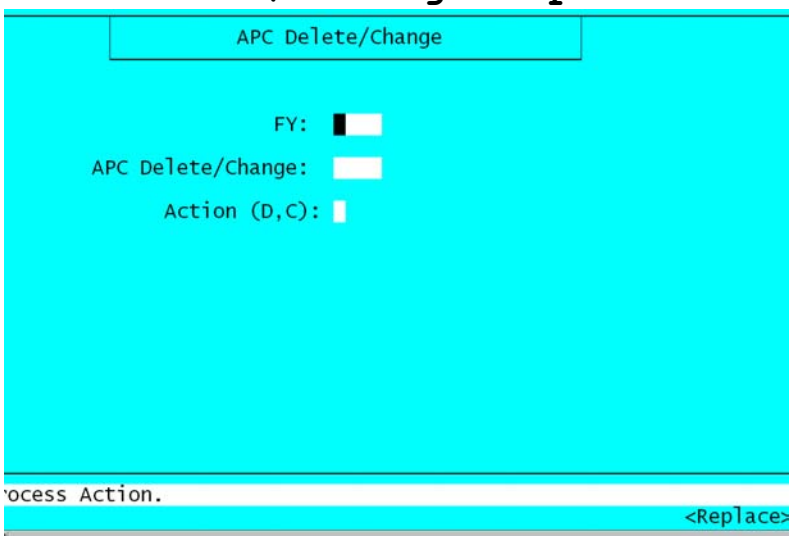



**Figure 8-7**

Step 9. On the screen titled "APC Delete/Change", enter **2003** in the FY, enter **HA01** into the APC Delete/Change column (see step 7 above), and enter **C** into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

## APC Delete/Change Input Screen

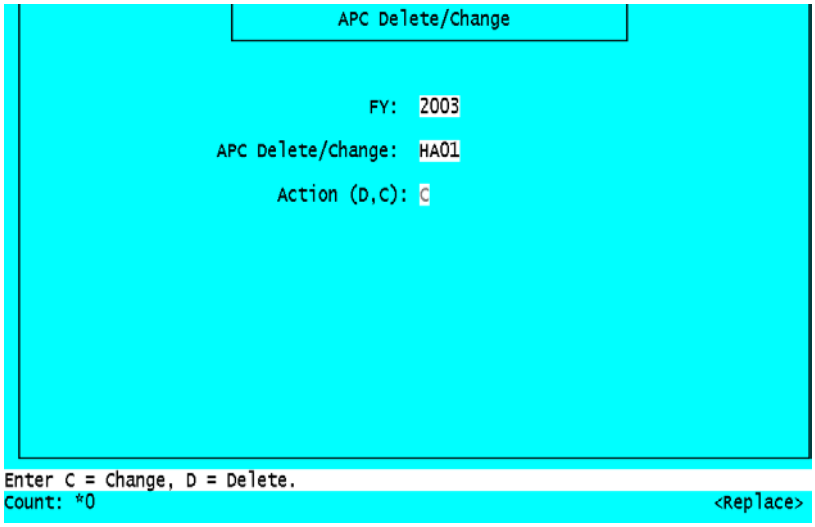



**Figure 8-8**

Step 10. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. The APC that you copied should appear. (See Figure 8-9)

## M2-M3 Maintenance Screen

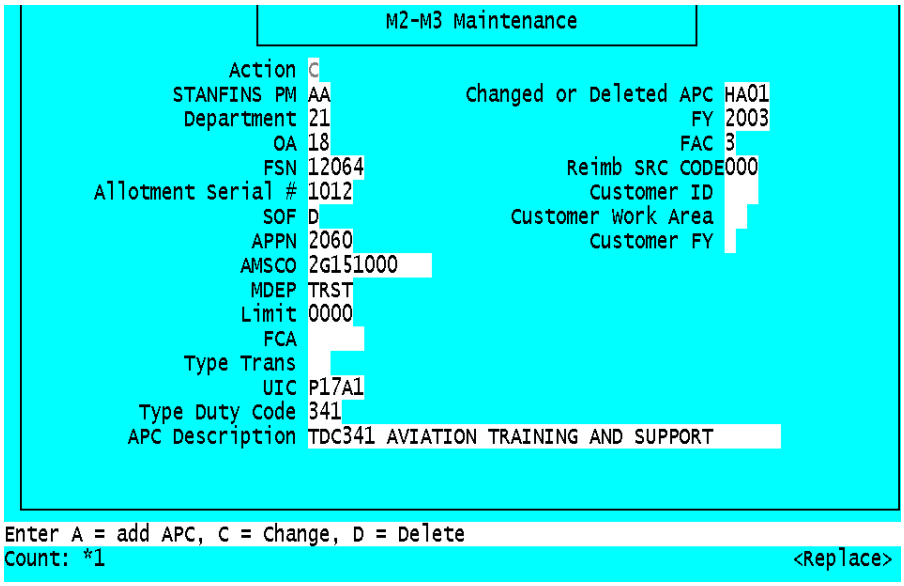



**Figure 8-9**

Step 11. Obviously, we would not want to send this record because you do not want to change the APC and you already have an APC for this unit and TDC. What we want to do is update this copy to make it reflect the unit we are missing. Change the Action from a C to an **A**. Press **Tab** until you get to the UIC and then enter **PPRC1** (see scenario). Press **Commit**. You just created a M2 M3 record to add an APC for unit PPRC1 with TDC 341. All that is left to do is to send the file to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until the AXW is updated in SRD-1 and ODS.

**8-3. Explanation of Fields on the M2-M3 Maintenance Screen.** Most of the fields on the M2-M3 Maintenance Screen are self-explanatory. However, several of them require further description:

- **Action** – This field can be **A** for Add, **C** for Change, or **D** for Delete.

- **STANFINS PM** – The two digits identifying the Program Manager.

- **Department** – The two digit department code of the appropriation, e.g. "21" is Army. Other department codes can be found in DFAS 37-100-FY.

- **OA –** The two digit code for operating agency. "18" is Army National Guard.

- **FSN –** The five digit fiscal station number. "12064" is USPFO for Indiana.

- **Allotment Serial #** - The four digit allotment serial number. "1012" is the allotment serial number for USPFO for Indiana.

- **SOF** – Source of Funds. This can be **D** for Direct, **A** for automatic, **F** for Funded. This field can also be 0 if no funds will be posted to the APC. An example might be a collection APC for accounts receivable.

- **APPN** – The four digit appropriation. "2060" is Army National Guard Personnel. "2065" is Operation and Maintenance Army National Guard.

- **AMSCO –** The Army Management Structure Code, sometimes just called "AMS".

- **MDEP –** The four digit Management Decision Package code.

- **Limit –** The four digit limitation code. If there is no limitation, this field is zero-filled.

- **FCA –** A five-digit Functional Cost Account code. If there is no FCA, this field is blank.

- **Type Trans** – If this is a funding APC, this field is **A1**; if not, it is zero-filled.

- **UIC** – The five digit Unit Identification Code associated with this APC.

- **Type Duty Code** – The three digit type duty code associated with this APC. If there is no TDC, this field is blank.

- **APC Description** – A narrative description of the APC. If a there is a TDC associated with this APC, the first six characters in this description are "TDC***" - *** being the TDC.

- **Changed or Deleted APC** – If a "C" or "D" appears in the Action field, the changed or deleted APC is in this field.

- **FY** - Fiscal year of the APC.

- **FAC** – Fiscal Action Code associated with the APC. For example, a FAC 3 is a direct APC, a FAC 8 is an automatic APC.

- **Reimb SRC CODE** - The reimbursement source code (if any) associated with this APC. If there is no reimbursement source code, this field is zero-filled.

- **Customer ID, Customer Work Area, Customer FY –** These fields are blank unless the APC is an automatic reimbursable or funded reimbursable APC. See Section 8-15, Make a Reimbursable APC, for an explanation of these fields.

**8-4 Adding New APCs for an Entire Unit.** Like the other options, there are a couple of different ways to make APCs for new units. You can enter all the data about the APC, which is very time consuming and labor intensive, or you can do it the easy way by copying an existing Unit and then updating the data that has changed. Consider the scenario and step-by-step process below:

Scenario – Program manager calls and says we just added Unit 456AA effective 15 Oct 2004.

Step 1. Verify there is no APC for this unit. Select **7 Validation Files, 1 Review APC Master file.**

Step 2. Press **Select Query** key.

Step 3. Press **Tab** key until you get to the UIC. Enter **456AA** in the UIC field.

Step 4. Press **Execute Query** key. If records appear, then you obviously have previously created APCs for this unit. If the PM is correct, you will receive a message that no records were found.

Step 5. What we want to do now is find a unit that is similar in structure to the new unit. If the unit is authorized year-round annual training, then use your STARC as a model. If the new unit is not authorized year-round AT, then choose a UIC that is not authorized year-round AT. If the new unit is part of the Division or Troop Command, then use a unit out of one of these structures to use as a model. If you are not sure what to use as a model, then you can never go wrong by using your STARC as a model.

Step 6. Return to the Validation Files Menu; then select **6 M2 M3 Maintenance Menu**, and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "Make APCs for New UIC". A sample illustration of the screen is at Figure 8-9.

## Make APCs for New UIC Screen

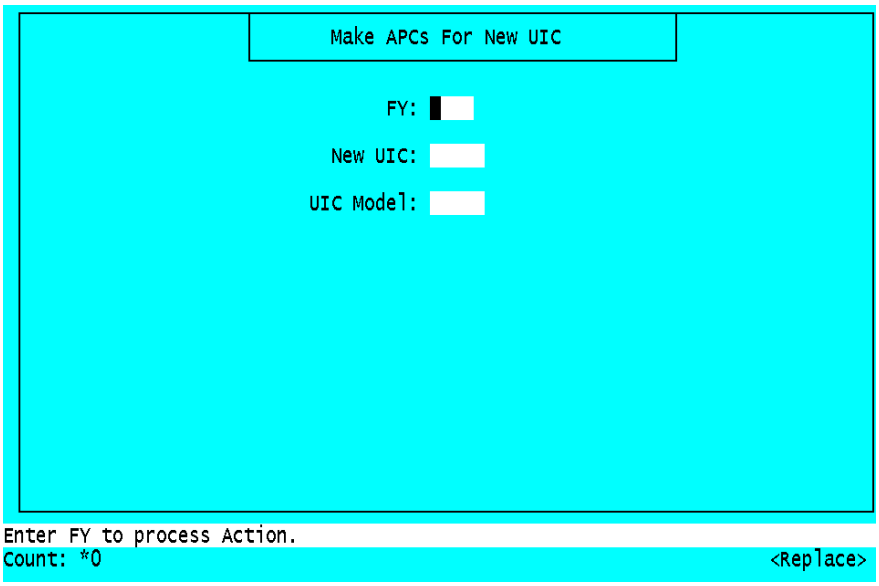



**Figure 8-10**

Step 7. On the screen titled "Make APCs for New UIC", enter 456AA into the New UIC field and enter 8AVAA (Assuming HQ STARC UIC = 8AVAA) into the UIC Model field. Once these two fields are entered, press the **Commit** key.

Step 8. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. You should have APCs for the new unit. Nothing needs to be changed. You just created M2 M3 records to add APCs for unit 456AA. Every TDC that was used in 8AVAA were established for 456AA. The APCs are ready to go. All that is left to do is prepare the file and send it to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until AXW is updated in SRD-1 and ODS.

**8-5 Delete All APCs for an Entire Unit.** Before you delete any APCs, it is important that you query to see if there are any open lines on the STANFINS Unliquidated. If you do find open lines, you will need to close, move, or remove those transactions. Once you delete an APC, you will not be allowed to use that APC again without reactivating it. Like the other options, there are a couple of different ways to delete all APCs for a specific unit. You can enter

all the data about the APC, which is very time consuming and labor intensive, or you can do it the easy way by simply deleting the unit. Consider the scenario and step-by-step process below:

Scenario – Program manager calls and says we just lost unit 456AA.

Step 1. Verify there are APCs for this unit. Select **7 Validation Files, 1 Review APC Master file.**

Step 2. Press **Select Query** key.

Step 3. Press **Tab** key until you get to the UIC. Enter **456AA** in the UIC field.

Step 4. Press **Execute Query** key. If records appear, then you have APCs established for the unit that need to be deleted.

Step 5. Verify that there are no open lines in the STANFINS Unliquidated. If there are open lines, you will need to close, move, or remove them before you delete the APCs. Once an APC is deleted, it may not be used again unless it is reactivated. See Section 9 for instructions on how to research the STANFINS Unliquidated.

Step 6. Return to the Validation Files Menu; then select **6 M2 M3 Maintenance Menu,** and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "APC UIC Delete/Change". A sample illustration of the screen is at figure 8-11.

## APC UIC Delete / Change Input Screen

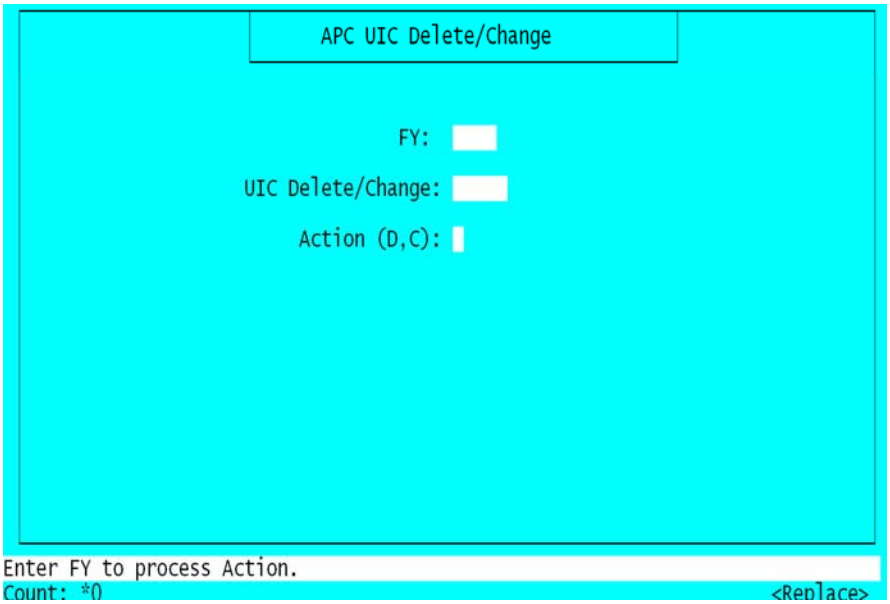



**Figure 8-11**

Step 7. On the screen titled "APC UIC Delete/Change", enter 2003 into the FY field, enter 456AA into the UIC Delete/Change field, and enter D into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

Step 8. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. You should have records in the file for every APC assigned to UIC 456AA. Nothing needs to be changed. You just created M2 M3 records to delete APCs for unit 456AA. The APCs are ready to go. All that is left to do is prepare the file and send to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until the AXW is updated in SRD-1 and ODS.

**8-6 Updating Accounting Data for an Entire Unit.** There are a couple of different ways to change data in all APCs assigned to a unit. You can enter all the data about the APC, which is very time consuming and labor intensive, or you can do it the easy way by copying the unit into the work area and then updating the information that needs to be changed. Be sure to inform your OPLOC when you make

changes to accounting data in APCs if there has been activity in those APCs. Consider the scenario and step-by-step process below:

Scenario – Program manager calls and says he wants unit 8AVAA to have its own program manager code for type duty code 111. The current PM code is AA and he wants it to be BB.

Step 1. Return to the STANFINS main menu; select **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance**. The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "APC UIC Delete/Change". A sample illustration of the screen is at figure 8-11.

Step 2. On the screen titled "APC UIC Delete/Change", enter **2003** into the FY field, enter **8AVAA** into the UIC Delete/Change field, and enter **C** into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

Step 3. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. You should see your records in the file for every APC assigned to UIC 8AVAA. According to the scenario above, we only want to change the PM for APCs assigned to TDC 111. You will notice that there is a record for all TDCs and these must be removed.

Step 4. If the TDC is 111, change the PM to BB and then press the **Down Arrow↓** key. If the TDC is NOT 111, press the **Remove** key because we are only going to send TDC 111 with changes. Cycle through the file until all records have either been updated or removed. Press **Commit** key when completed. The APCs are ready to go. All that is left to do is prepare the file and send to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until AXW is updated in SRD-1 and ODS.

**8-7 Updating Accounting Data in a Type Duty Code.** There are a couple of different ways to change data in a TDC. You can enter all the data about the TDC, which is very time consuming and labor intensive, or you can do it the easy way by copying the TDC into the work area and then updating the information that needs to be changed. Be sure to inform your OPLOC when you make changes to accounting data in APCs if there has been activity in those APCs. Consider the scenario and step-by-step process below:

Scenario – You received information from NGB that the AMSCO for TDC 401 has been changed to 1W101000 for Officers and 1W101100 for enlisted. The previous AMSCOs were 1Q101000 and 1Q101100 respectively.__

Step 1. Return to the STANFINS main menu; select **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "APC TDC Delete/Change". A sample illustration of the screen is at figure 8-12.

## APC TDC Delete / Change Input Screen

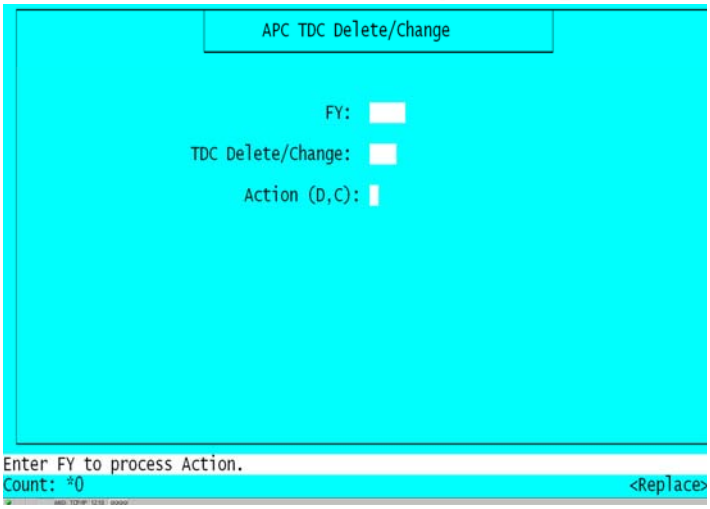



**Figure 8-12**

Step 2. On the screen titled "APC TDC Delete/Change", enter **2003** into the FY field, enter **401** into the TDC Delete/Change field, and enter **C** into the Action (D,C)

field. Once these three fields are entered, press the **Commit** key.

Step 3. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. You should see your records in the file for every APC assigned to TDC 401. According to the scenario above, we only want to change the AMSCOs for TDC 401.

Step 4. If the AMSCO is 1Q101000 change it to 1W101000. If the AMSCO is 1Q101100 change it to 1W101100. Press the **Down Arrow** key. Cycle through the file until all records have been updated. Press **Commit** key when completed. The APCs are ready to go. All that is left to do is prepare the file and send to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until AXW is updated in SRD-1 and ODS.

**8-8. Delete a Type Duty Code.** Before you delete any APCs, it is important that you query to see if there are any open lines on the STANFINS Unliquidated. If you do find open lines, you will need to close, move, or remove those transactions. Once you delete an APC, you will not be allowed to use that APC again without reactivating it. See Section 9 for instructions on how to research the STANFINS Unliquidated. Like the other options, there are a couple of different ways to delete all APCs assigned to a TDC. You can enter all the data about the APC, which is very time consuming and labor intensive, or you can do it the easy way by simply deleting all APCs assigned to the TDC. Consider the scenario and step-by-step process below:

Scenario – You received information from the NGB to delete TDC 454.

Step 1. Return to the STANFINS main menu; select **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "APC TDC Delete/Change". A sample illustration of the screen is at Figure 8-12.

Step 2. On the screen titled "APC TDC Delete/Change", enter **2003** into the FY field, enter **454** into the TDC Delete/Change field, and enter **D** into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

Step 3. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-1. Press **Execute Query** key. You should see all the records in the file for every APC assigned to TDC 454. Nothing needs to be changed. The APCs are ready to go. All that is left to do is prepare the file and send to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until the AXW is updated in SRD-1 and ODS.

**8-9. Delete an APC.** Before you delete any APCs, it is important that you query to see if there are any open lines on the STANFINS Unliquidated. If you do find open lines, you will need to close, move, or remove those transactions. Once you delete an APC, you will not be allowed to use that APC again without reactivating it. See Section 9 for instructions on how to research the STANFINS Unliquidated. Consider the scenario and step-by-step process below:

Scenario – APC A123 is no longer valid.

Step 1. Return to the STANFINS main menu; select **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance**. The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "APC Delete/Change". A sample illustration of the screen is at figure 8-13.

**APC Delete / Change Input Screen**

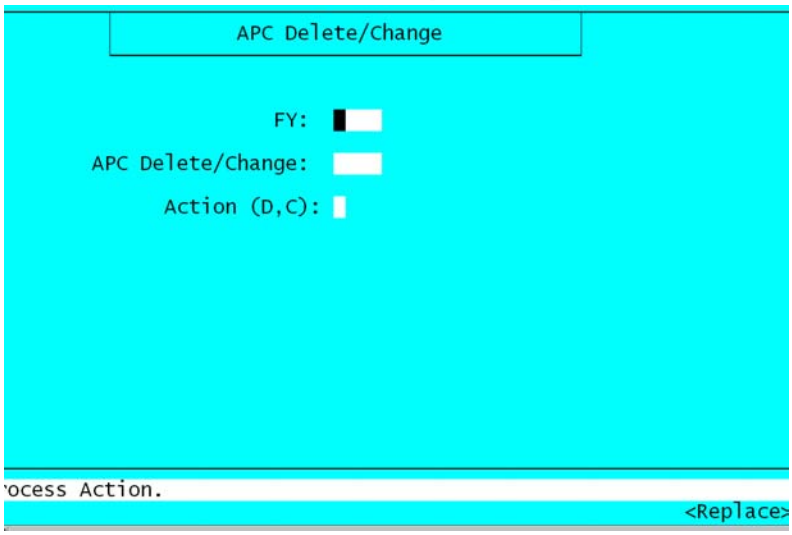



**Figure 8-13**

Step 2. On the screen titled "APC Delete/Change", enter **2003** into the FY field; enter **A123** into the APC Delete/Change field; and enter **D** into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

Step 3. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. You should see APC A123. Nothing needs to be changed. The APC is ready to go. All that is left to do is prepare the file and send it to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until the AXW is updated in SRD-1 and ODS.

**8-10. Updating Accounting Data in an APC.** Consider the scenario and step-by-step process below:

Scenario – You established APC A567 with Limit Code 0000 and it should have been CNP0. (Note: Changing a limit code in an APC may cause a Status/CER variance. You should contact your OPLOC if you are changing limit codes in APCs that have had activity in them.)

Step 1. Return to the STANFINS main menu; select **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "APC Delete/Change". A sample illustration of the screen is at Figure 8-13.

Step 2. On the screen titled "APC Delete/Change", enter **2003** into the FY field, enter A567 into the APC Delete/Change field, and enter **C** into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

Step 3. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. You should see your APC A567 record in the file. According to the scenario above, we only want to change the Limit.

Step 4. Change the Limit from 0000 to CNP0. Press **Commit** key. The APC is ready to go. All that is left to do is prepare the file and send to STANFINS.

**8-11. Delete a Program Manager Code.** Before you delete any APCs, it is important that you query to see if there are any open lines on the STANFINS Unliquidated. If you do find open lines, you will need to close, move, or remove those transactions. Once you delete an APC, you will not be allowed to use that APC again without reactivating it. See Section 9 for instructions on how to research the STANFINS Unliquidated. Consider the scenario and step-by-step process below:

Scenario - <u>You established PM code RR and it is no longer required.</u>

Step 1. Return to the STANFINS main menu; select **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen

titled "APC PM Delete/Change". A sample illustration of the screen is at Figure 8-14.

**APC PM Delete / Change Input Screen**

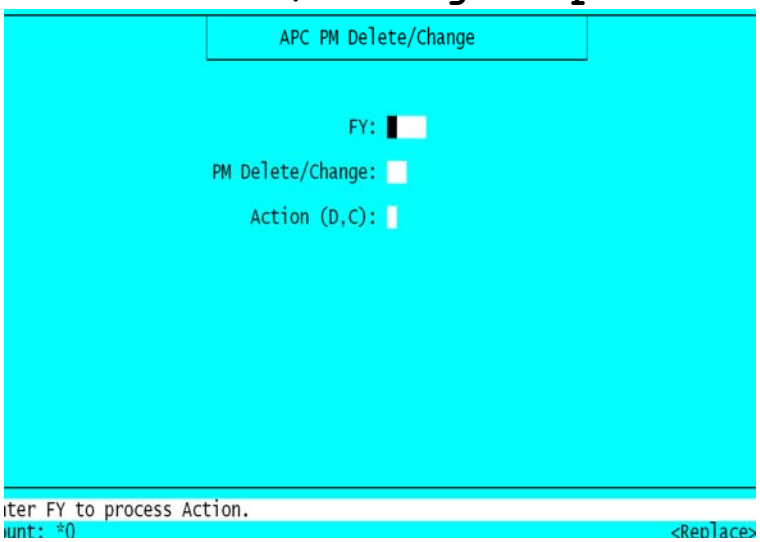



**Figure 8-14**

Step 2. On the screen titled "APC PM Delete/Change", enter **2003** into the FY field, enter **RR** into the PM Delete/Change field, and enter **D** into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

Step 3. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 7-1. Press **Execute Query** key. You should see all the APCs associated with PM RR. Nothing needs to be changed. The APCs are ready to go. All that is left to do is prepare the file and send to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until the AXW is updated in SRD-1 and ODS.

**8-12. Updating Accounting Data in a Program Manager Code.** Be sure to inform your OPLOC when you make changes to accounting data in APCs if there has been activity in those

APCs. Consider the scenario and step-by-step process below:

Scenario – You established PM code YY for IDT and you now want the PM to be Y9.

Step 1. Return to the STANFINS main menu; select **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "APC PM Delete/Change". A sample illustration of the screen is at Figure 8-14.

Step 2. On the screen titled "APC PM Delete/Change", enter **2003** into the FY field, enter **YY** into the PM Delete/Change field, and enter **C** into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

Step 3. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. You should see your records in the file for every APC assigned to PM YY. According to the scenario above, we want to change the PM code from YY to Y9.

Step 4. Change the PM to Y9. Press the **Down Arrow** key. Cycle through the file until all records have been updated. Press **Commit** key when completed. The APCs are ready to go. All that is left to do is prepare the file and send to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until the AXW is updated in SRD-1 and ODS.

**8-13. Change a MDEP.** Be sure to inform your OPLOC when you make changes to accounting data in APCs if there has been activity in those APCs. Consider the scenario and step-by-step process below:

Scenario – MDEP PNAG has been changed to GARY.

Step 1. Return to the STANFINS main menu; **7 Validation Files;** then select **6 M2 M3 Maintenance Menu;** and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "APC MDEP Delete/Change". A sample illustration of the screen is at figure 8-15.

## APC MDEP Delete / Change Input Screen

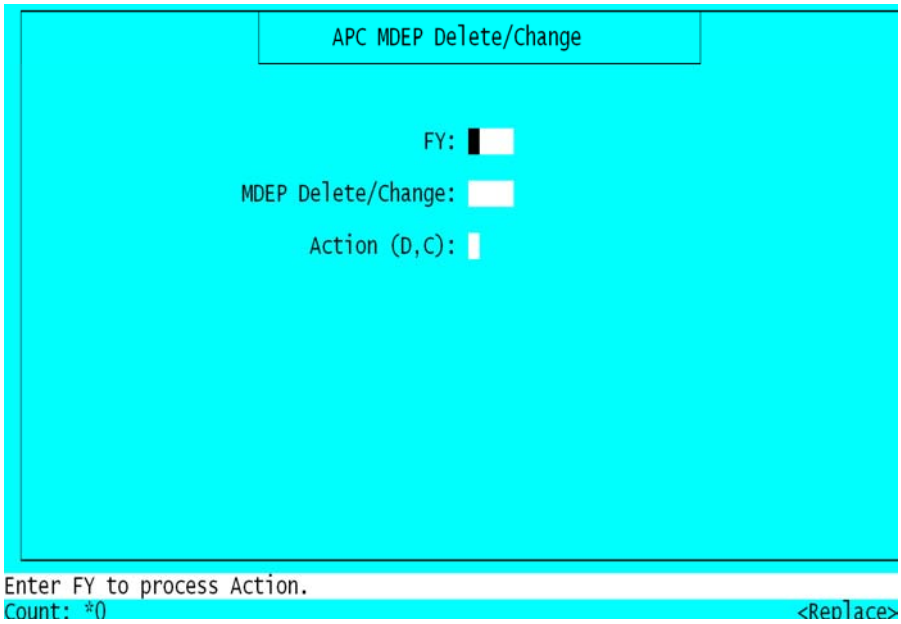



**Figure 8-15**

Step 2. On the screen titled "APC MDEP Delete/Change", enter **2003** into the FY field, enter PNAG into the MDEP Delete/Change field, and enter **C** into the Action (D,C) field. Once these three fields are entered, press the **Commit** key.

Step 3. Press **Page Up** or **Page Down** key until you get to the screen titled "M2-M3 Maintenance". A sample illustration of the screen is at figure 8-6. Press **Execute Query** key. You should see all the APCs associated with MDEP PNAG. According to the scenario above, we want to change the MDEP from PNAG to GARY.

Step 4. Change the MDEP to GARY. Press the **Down Arrow** key. Cycle through the file until all records

have been updated. Press **Commit** key when completed. The APCs are ready to go. All that is left to do is prepare the file and send to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until the AXW is updated in SRD-1 and ODS.

**8-14. Reactivate a Deleted APC.** There may be occasions when you will need to "add back" an APC that you deleted. For example, you may have deleted an APC that had open lines on the unliquidated. To liquidate those lines, you will need to reactivate that APC. Once you have liquidated the lines, you may delete the APC again if necessary.

Scenario – APC HB41 for FY 2003 was deleted, but needs to be reactivated.

Step 1. Return to the STANFINS main menu; select **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear. A sample illustration of the screen is at figure 8-6. Press **Page Up** or **Page Down** key until you get to the screen titled "Deleted APC for Reactivation". A sample illustration of the screen is at figure 8-16.

## Deleted APC for Reactivation Screen

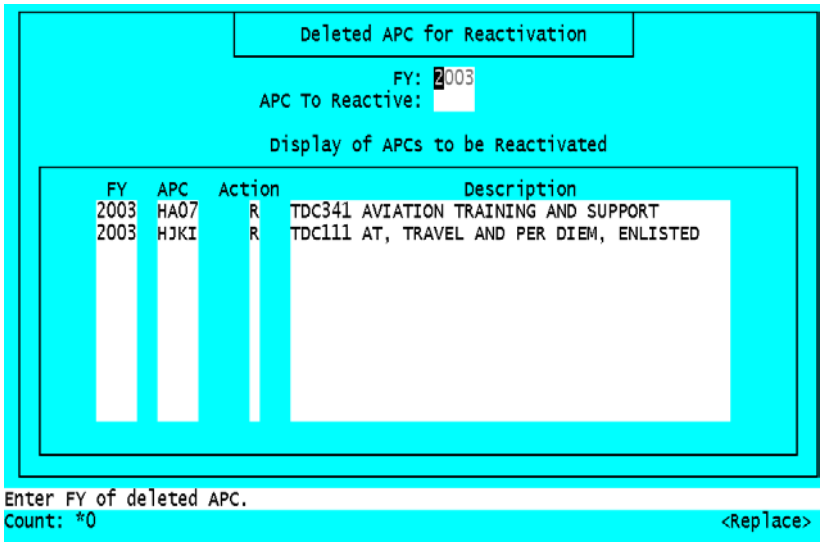



**Figure 8-16**

Step 2: Type in the FY **2003.**

Step 3: Tab to "APC to Reactivate" field.

Step 4: Type in **HB41.** Or you may press **list of values (esc L),** and a drop-down box containing all the deleted APCs will appear. You may use the **UP**↑ or **DOWN**↓ arrows to find HB41. Once you have highlighted HB41, press **<enter>.** See figure below for illustration of drop-down box.

## Deleted APC for Reactivation Drop-Down Box

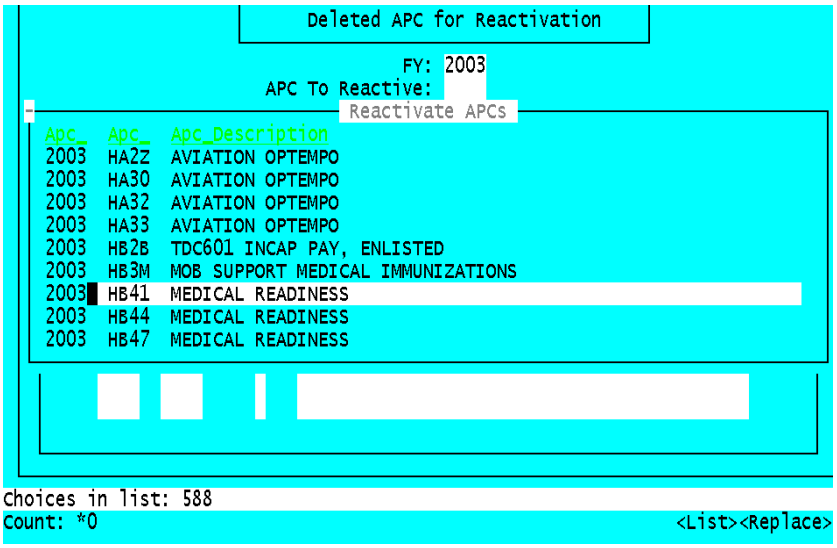



**Figure 8-17**

Step 5: **Commit** the APC. A message "HB41 is now set for reactivation" will appear. See figure below. All that is left to do is prepare the file and send to STANFINS. M2 file will be processed in the next daily STANFINS cycle. The reactivated APC will not be available for use until the AXW is updated in SRD-1 and ODS.

## Deleted APC for Reactivation Screen

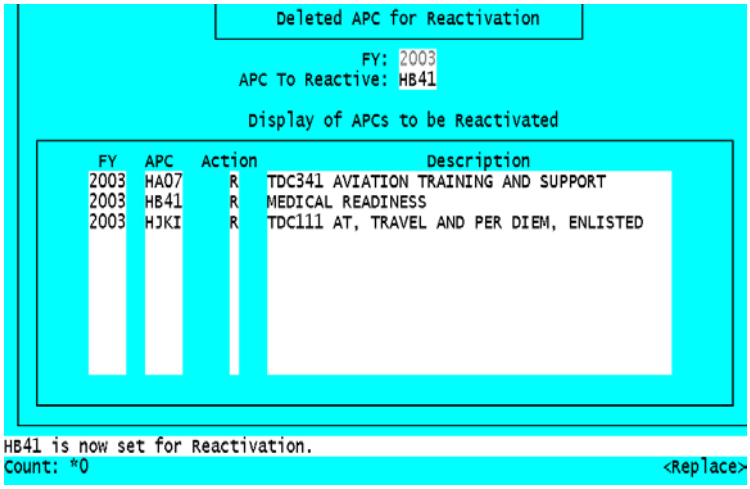



**Figure 8-18**

**8-15. Make a Reimbursable APC.** APCs for automatic reimbursable activity are FAC (Fiscal Action Code) 8. You will need to establish a special FAC 8 APC for each of your customers. Before you establish the FAC 8 APC, you must first establish the customer number in STANFINS.

Scenario: You have established a customer number in STANFINS for a MIPR. You need to make a FAC 8 APC.

Step 1: Go back to the STANFINS Main Menu and **7 Validation Files**; then select **6 M2 M3 Maintenance Menu**; and then select **1 M2 M3 Maintenance.** The screen titled "M2-M3 Maintenance" will appear.

## M2-M3 Maintenance Screen

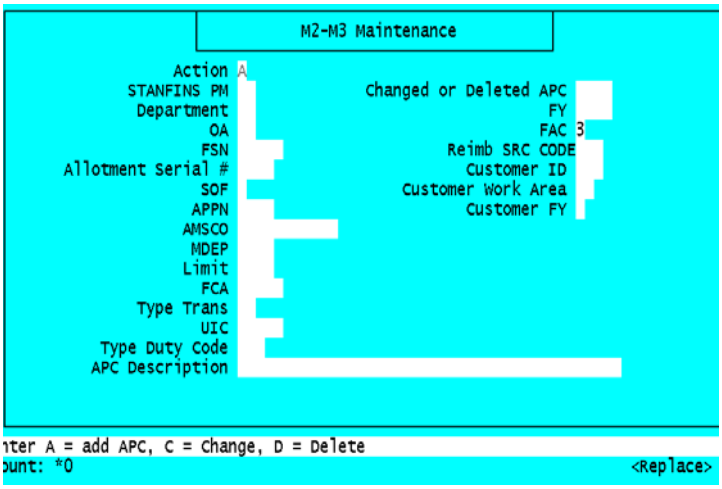



**Figure 8-19**

Step 2: Input the appropriate data in the table as follows:

ACTION: Enter **A**

STANFINS PM: Program Manager Code (two characters)

DEPARTMENT: 21 (Army)

OA: 18 = National Guard Bureau

FSN: Unique to each state

ALLOTMENT SERIAL #: Unique to each state

SOF: Enter **A** = Automatic

APPN: Enter 4 digit appropriation, e.g. **2065** (appropriation that will be providing the service to the customer). **IMPORTANT:** Must match appropriation in billing office basic symbol of the customer number.

AMSCO: Enter valid eight digit AMSCO from DFAS-IN Manual 37-100-**. **IMPORTANT: First three digits must match first 3 digits of Program Element in Customer Number!!!**

MDEP: Enter valid four character MDEP from DFAS-IN Manual 37-100-**

LIMIT: 0000 or CNP0 (Counter Narcotics Program) See DFAS-IN Manual 37-100-** for others.

FCA: Functional Cost Account. A five-digit code as required. Leave blank if not required.

TYPE TRANS: Leave blank.

UIC: Enter valid five character UIC.

TYPE DUTY CODE: Leave blank.

APC DESCRIPTION: Enter description.

CHANGED OR DELETED APC: Leave blank.

FY: Enter the 4-digit fiscal year of the APC.

FAC: Fiscal Action Code. Enter **8** for automatic reimbursements.

RSC: Enter valid three digit source code that identifies customer. See DFAS Manual 37-100-** for valid source codes.

CUSTOMER ID: First three digits of the customer number.

CUSTOMER WORK AREA: Fourth and fifth digits of the customer.

CUSTOMER FY: Sixth character of the customer number. Must match FY of this APC.

Step 3: Press **Commit** key when completed. The APC is ready to go. All that is left to do is prepare the file and send to STANFINS. M2 M3 file will be processed in the next daily STANFINS cycle. It will not be available for use until the AXW is updated in SRD-1 and ODS.

**8-16. Prepare M2 M3 File and Send to STANFINS.** Go back to the STANFINS Main Menu and select **7 Validations Files,** then select **6 M2 M3 Maintenance Menu,** then select **4 Make APC M2 M3 Update File.** Refer to Section 5, Paragraph 5-6 for instructions on how to send this APC file to STANFINS.

**8-17. Destroy All Records in the M2 M3 Maintenance File.** In order to completely delete all records in the M2/M3 Maintenance Table select **7 Validation Files** from the STANFINS Main Menu, then select **6 M2 M3 Maintenance Menu,** and then select **3 Destroy all Records in the M2 M3 Maintenance Table.** This will only destroy records that have not been sent to STANFINS. Once you have made this selection, the warning screen below will appear allowing you to cancel the selection.

## Destroy All Records in M2M3 Screen

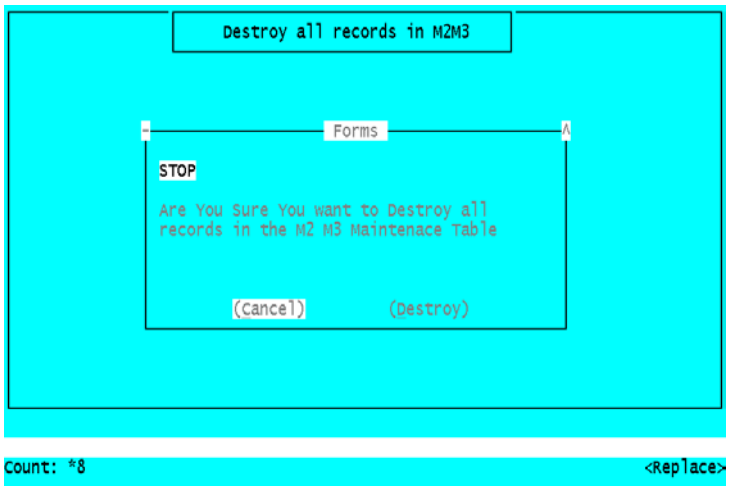



**Figure 8-20**

**8-18. Recover Unused APCs.** In order to recover automatically assigned APCs that were rejected by STANFINS, select **7 Validation Files** from the STANFINS Main Menu, then select **6 M2 M3 Maintenance Menu**, and then select **2 Recover Unused APCS.** This will recover unused APCs and make them available for later use. You should only do this after all APCs have been updated and returned. Once you have made this selection, the warning screen below will appear allowing you to cancel the selection.

## Recover Unused APCs Screen

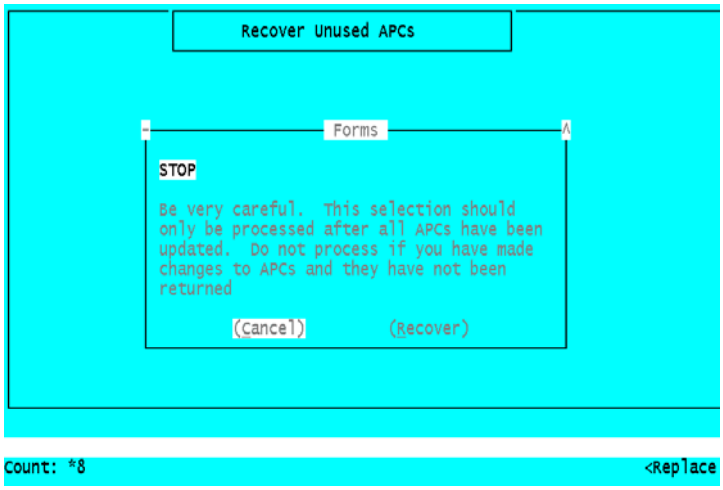



**Figure 8-21**

# SECTION 9

# REVIEW HISTORY

**9-1. Online Data Available for Research.** There are four different selections available for accounting research: 1) STANFINS Transaction History; 2) Review STANFINS Unliquidated; 3) Locate Reference Number; and 4) Manday/Travel/Order Register Query. Each of these is described in detail in the following paragraphs.

**9-2. STANFINS Transaction History.** The history transaction file represents every transaction that has been posted in STANFINS. The records are loaded into the history file by use of an AFCOS menu selection, which is covered in detail in Section 4. The file is presented in a browse window with several records listed on a page horizontally and also displayed with more detail with one record per screen.

**9-3. Reviewing History Transactions in the Browse Window.** To view the history transactions in the browse window, select **8 Review History** from the STANFINS Main Menu.

**STANFINS Main Menu Screen**

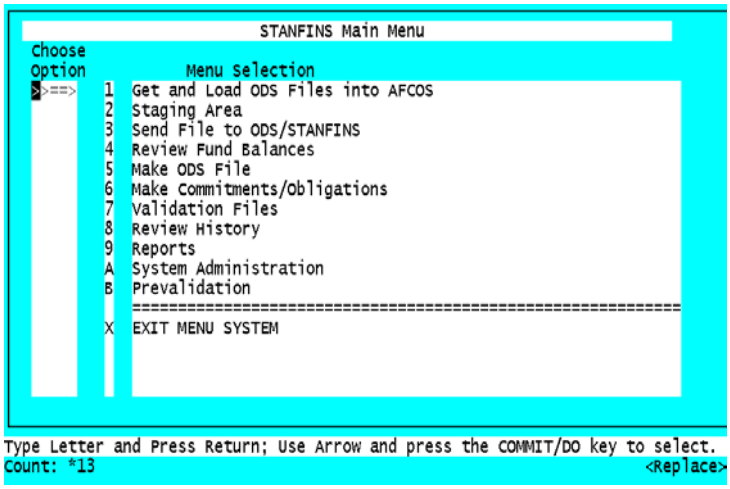



**Figure 9-1**

Then select **1 STANFINS Transaction History.**

## Review History Screen

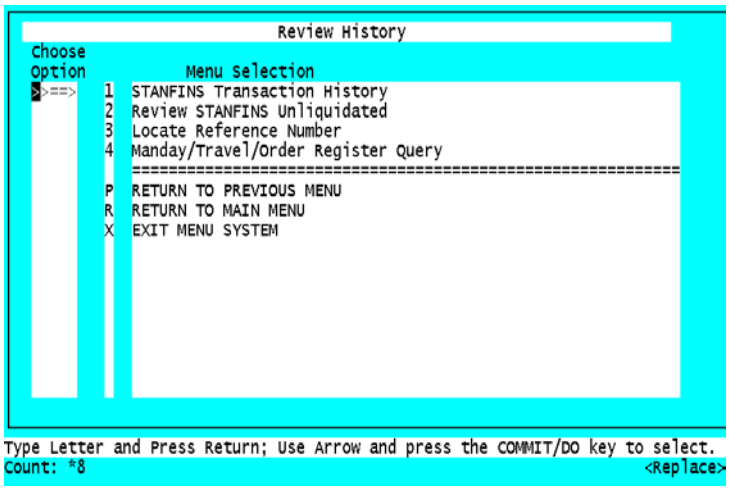



**Figure 9-2**

The screen titled "STANFINS Transaction History" will appear. A sample illustration of the screen is at figure 9-3.

## STANFINS Transaction History Browse Screen

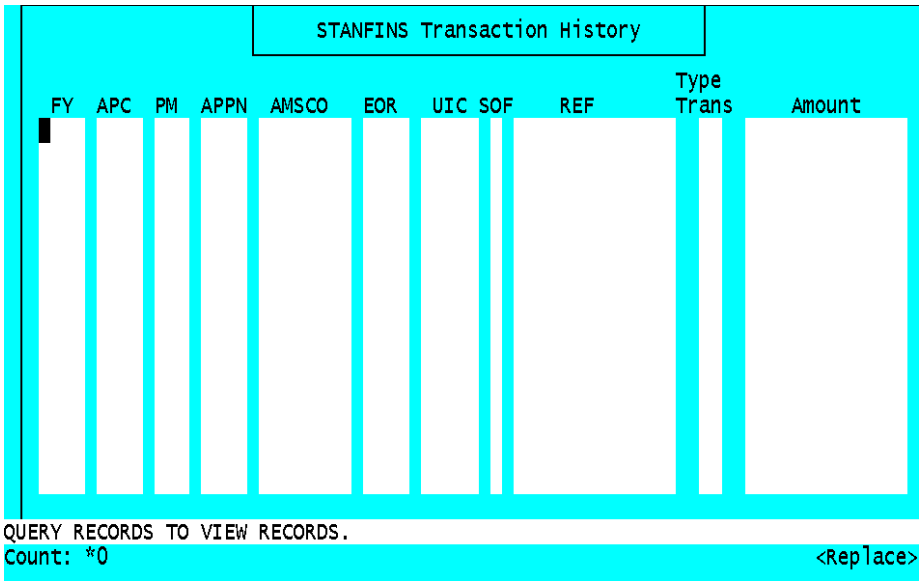



**Figure 9-3**

To review records in the history file, press **Select Query** key, enter any filter information, and then press the **Execute Query** key. No updates, inserts, or deletes are

allowed on this screen. For example, if you want to query all the records with EOR "21S0", first press **Select Query**; then tab to the EOR field; then enter **21S0**; then press **Execute Query**. A screen similar to the one below will appear.

## STANFINS Transaction History (Queried) Screen

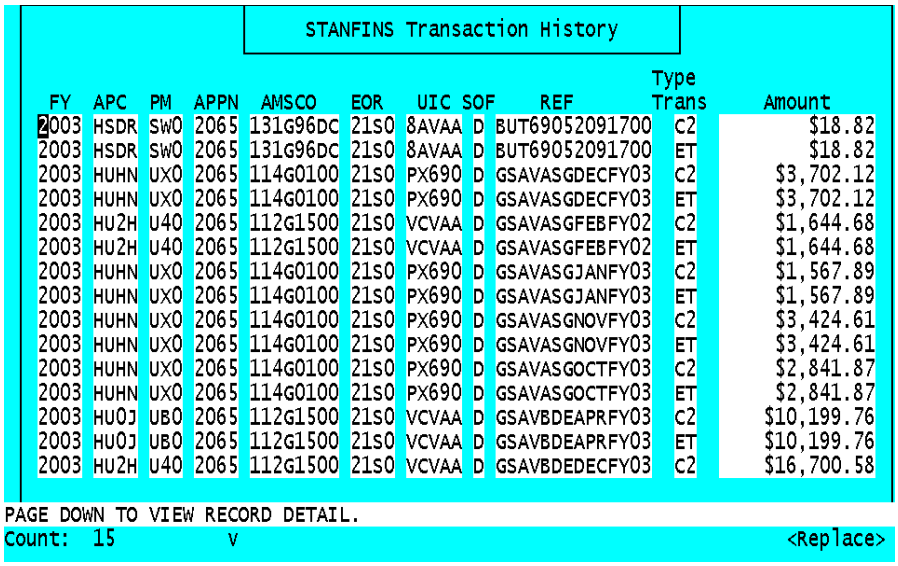



**Figure 9-4**

**9-4. Reviewing History Transactions in the Detail Window.** There are two ways to view the history transactions in the detail window. First, if you want to see the detail of any record you queried on the STANFINS Transaction History Browse Screen, simply place your cursor on the record and then press the **Page Up** or **Page Down** key. The detail of the selected record will appear. For example, you want to see the detail of the obligation for reference number "GSAVASGDECFY03" (see Figure 9-4). Use the **Down↓** to locate the desired record. Then press the **Page Up** or **Page Down** key. Screen below will appear.

# Detail STANFINS Transaction History Screen

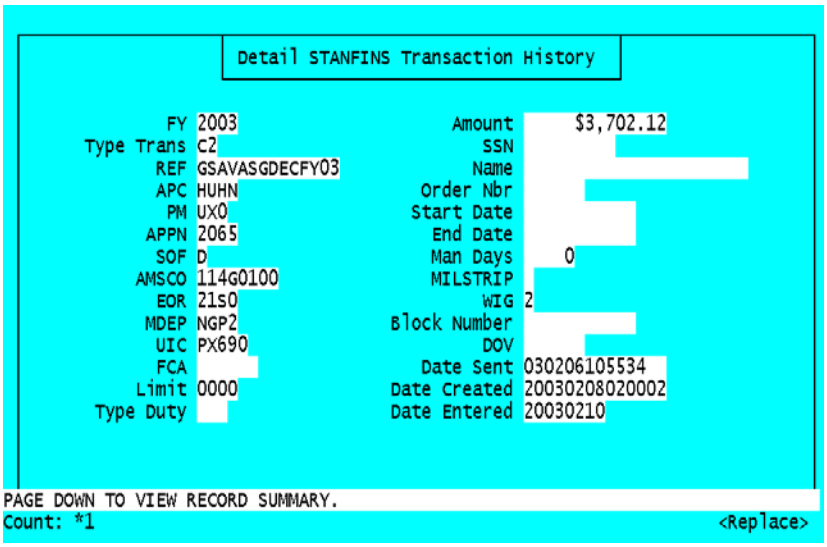



**Figure 9-5**

Or if you want to go directly to the detail window, first select **8 Review History, 1 STANFINS Transaction History** from the STANFINS Main Menu. The screen titled "STANFINS Transaction History" will appear. A sample illustration of the screen is at Figure 9-3. Press **Page Up** or **Page Down** key. The screen titled "Detail STANFINS Transaction History" will appear. A sample illustration of the screen is at Figure 9-6. To review records in the detail window, press **Select Query** key, enter any filter information, and then press the **Execute Query** key. No updates, inserts, or deletes are allowed on this screen.

# Detail STANFINS Transaction History Screen

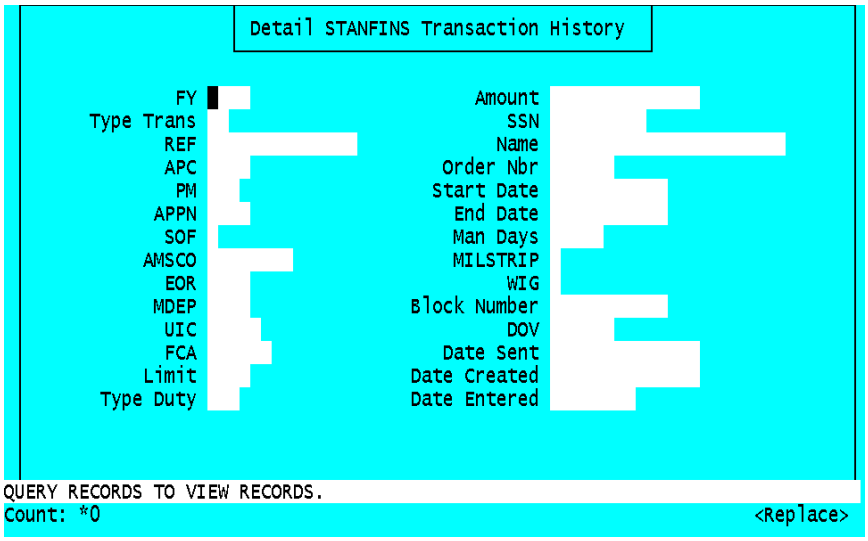



**Figure 9-6**

**9-5. STANFINS Unliquidated Transactions.** The STANFINS unliquidated transaction file represents current unliquidated accounts. The records are loaded into the file by use of an AFCOS menu selection, which is covered in detail in Section 4. The file is presented in a browse window with several records listed on a page horizontally and also displayed with more detail with one record per screen.

**9-6. Reviewing Unliquidated Transactions in the Browse Window.** To view the unliquidated transactions in the browse window, select **8 Review History** from the STANFINS Main Menu and the select **2 Review STANFINS Unliquidated.** The screen titled "STANFINS Unliquidated" will appear. A sample illustration of the screen is at figure 9-7.

## STANFINS Unliquidated in Browse Window Screen

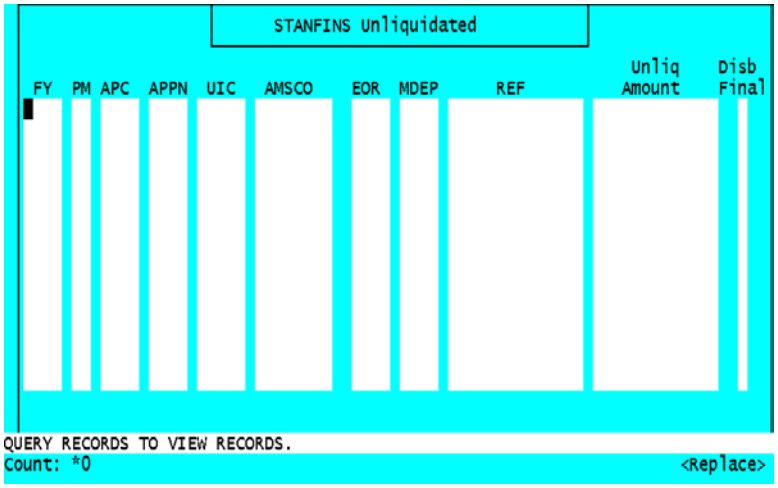



**Figure 9-7**

To review records in the unliquidated file, press **Select Query** key, enter any filter information, and then press the **Execute Query** key. No updates, inserts, or deletes are allowed on this screen. For example, you want to query all the unliquidated records for EOR "21S0" and reference numbers that begin with "GSA". First press **Select Query** key; then tab to the EOR field and enter **21S0**; then tab to the REF field and enter **GSA%**; then press the **Execute Query** key. A screen similar to the one below will appear.

## STANFINS Unliquidated (Queried) in Browse Window Screen

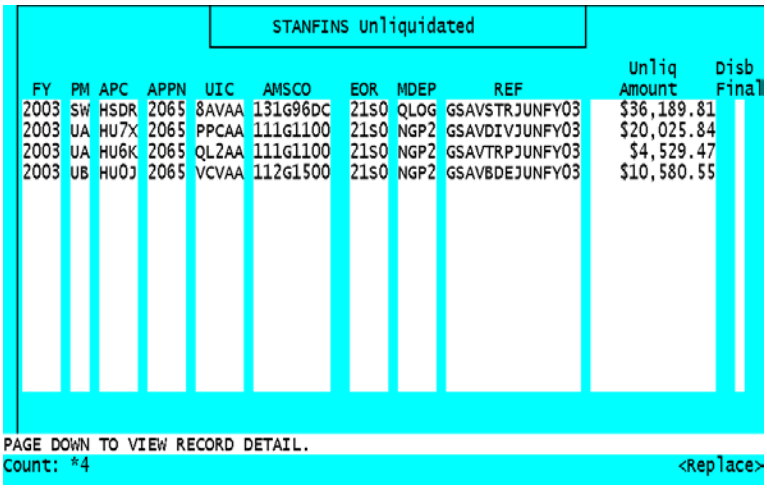



**Figure 9-8**

**9-7. Reviewing Unliquidated Transactions in the Detail Window.** There are two ways to view the unliquidated transactions in the detail window. First, if you want to see the detail of any record you queried on the STANFINS Unliquidated Browse Screen, simply place your cursor on the record and then press the **Page Up** or **Page Down** key. The detail of the selected record will appear. For example, you want to see the detail of the record for reference number "GSAVDIVJUNFY03" (see Figure 9-8). Use the **Down↓** to locate the desired record. Then press the **Page Up** or **Page Down** key. Screen below will appear.

## Detail Unliquidated (Queried) Screen

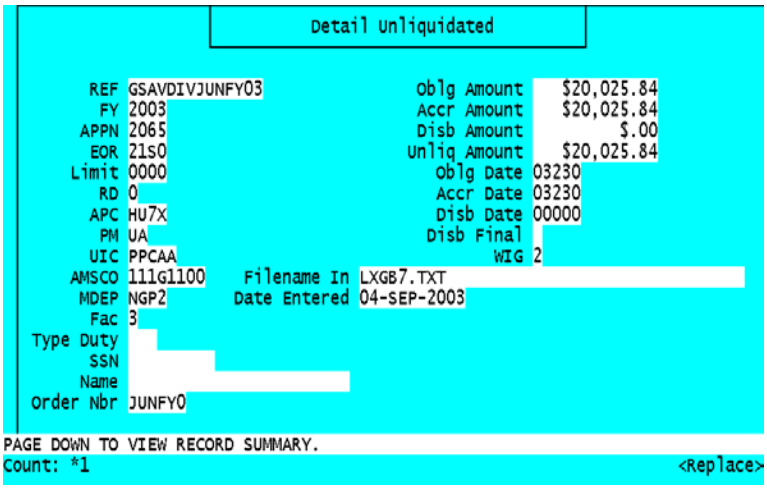



**Figure 9-9**

Or if you want to go directly to the detail window, first select **8 Review History, 2 Review STANFINS Unliquidated.** The screen titled "STANFINS Unliquidated" will appear. A sample illustration of the screen is at Figure 9-7. Press **Page Up** or **Page Down** key. The screen titled "Detail Unliquidated" will appear. A sample illustration of the screen is at Figure 9-10. To review records in the detail window, press **Select Query** key, enter any filter information, and then press the **Execute Query** key. No updates, inserts, or deletes are allowed on this screen.

## Detail Unliquidated Screen

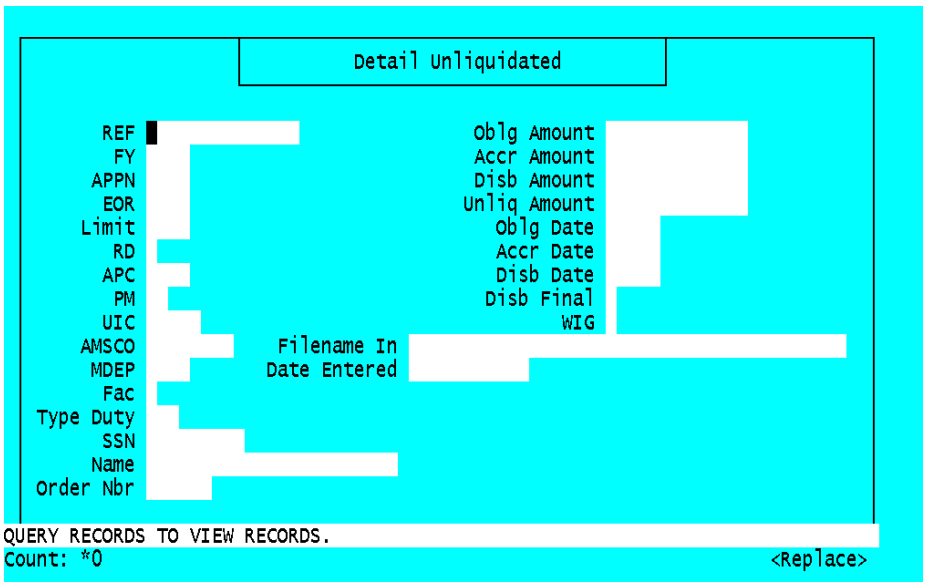



**Figure 9-10**

**9-8. Locate Reference Number Screen.** A third option in reviewing history is to find out which files contain a specific document number. To access this screen, select **8 Review History** from the STANFINS Main Menu and then select, **3 Locate Reference Number.** A sample illustration of this screen is at Figure 9-11.

## Locate Reference Number Screen

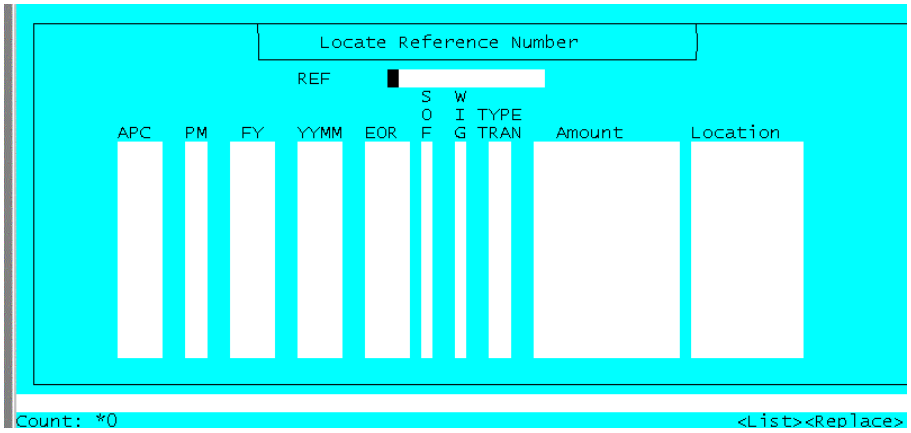



**Figure 9-11**

Enter reference number and press **<enter>**. You will see all the files that contain this document number: STF History, STF Unliquidated, In-route, or RESV. See Figure 9-12 for example. No updates, inserts, or deletes are allowed on this screen. To return to the reference number field (REF) without exiting this screen, press **Page Up** or **Page Down** or **Ctrl N.**

## Locate Reference Number Screen (Sample)

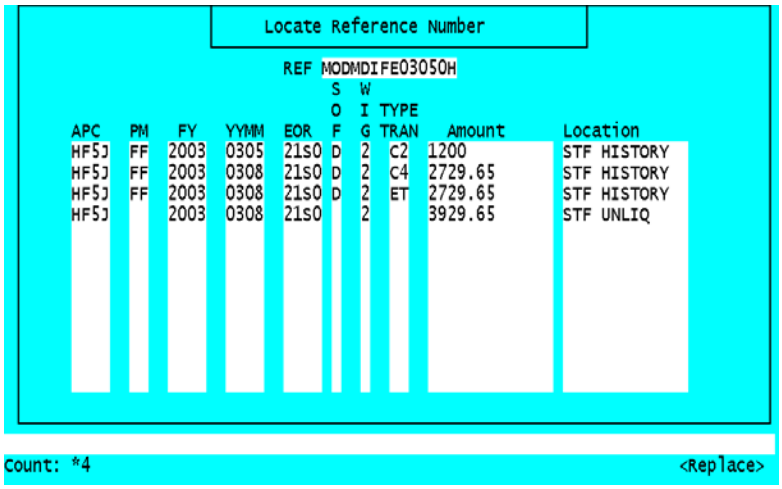



**Figure 9-12**

**9-9. Locate a Reference Number with Partial Reference Number.** If you only have part of a reference number, you may also locate a reference number with this option. To access this screen, select **8 Review History** from the STANFINS Main Menu and then select **3 Locate Reference Number.** A sample illustration of this screen is at Figure 9-7. Type in the beginning of the reference number followed by **%**, press **<enter>** and all of the transactions that begin with that partial reference number will appear. The message line at the bottom of the screen will contain the entire reference number. Note that as you navigate, the reference number changes in the message line. For example, you are looking for a reference number that begins with "MIPR". Type **MIPR%** in the **Ref** field; then press **<enter>.** A screen similar to the one below will appear. Note that the cursor is on the fourth line from the bottom and the reference number for that line is "MIPR3JFQIF0126" which appears in the message line.

## Locate Reference Number Screen

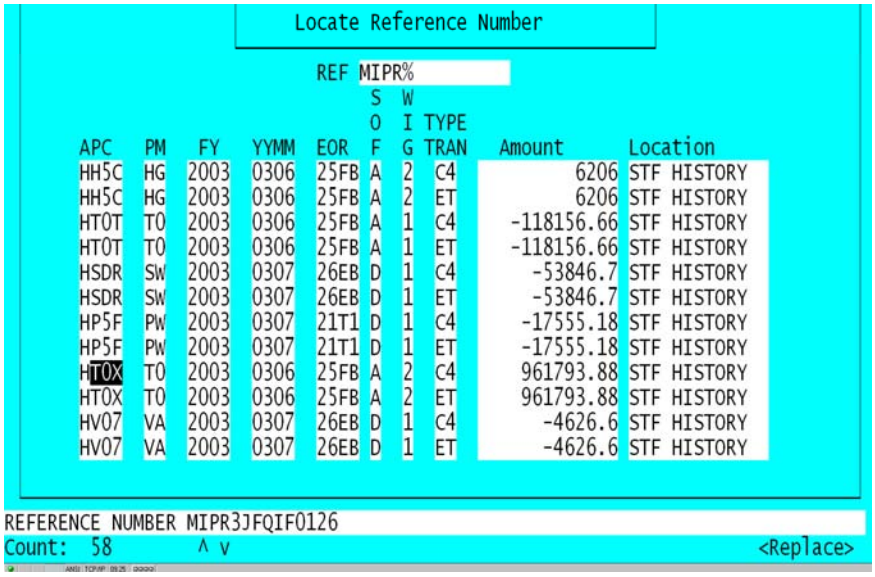



**Figure 9-13**

There is a second way to locate a reference number with only a partial reference number. With your cursor in the "Ref" field at the top of the screen, press **List of Values.** A drop-down box with instructions will appear. See figure below.

## Locate Reference Number Dialogue Box

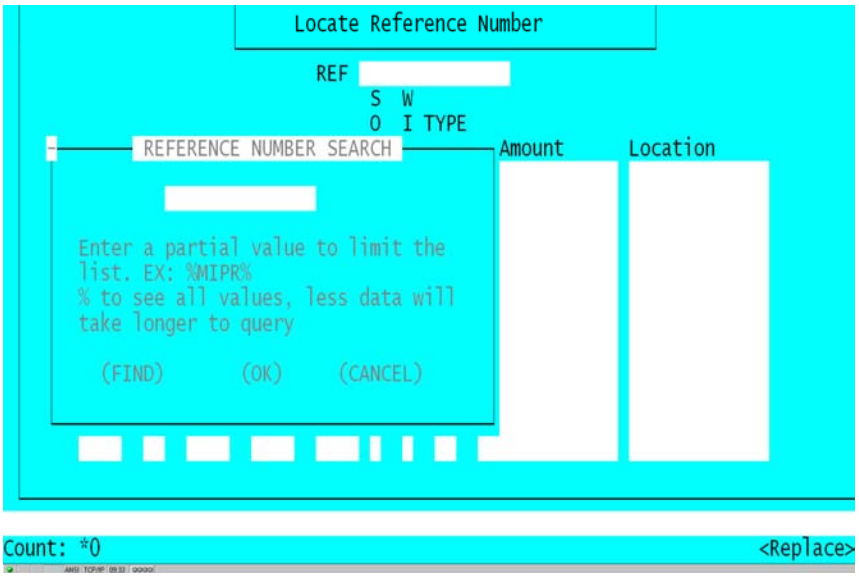



**Figure 9-14**

In the blank field in the top of the dialogue box, type in your partial reference number with appropriate wild cards (%). Then tab to **(FIND)** and press **<enter>**. Use the **Down↓** to locate your reference number; then tab to **(OK)**. A list of the files where your reference number is located will appear. For example, you want to locate a reference number that contains the letters "MIPR" somewhere in the 14 possible positions. In the blank field, type **%MIPR%**; then tab to **(OK)**. See figure below.

## Locate Reference Number Screen

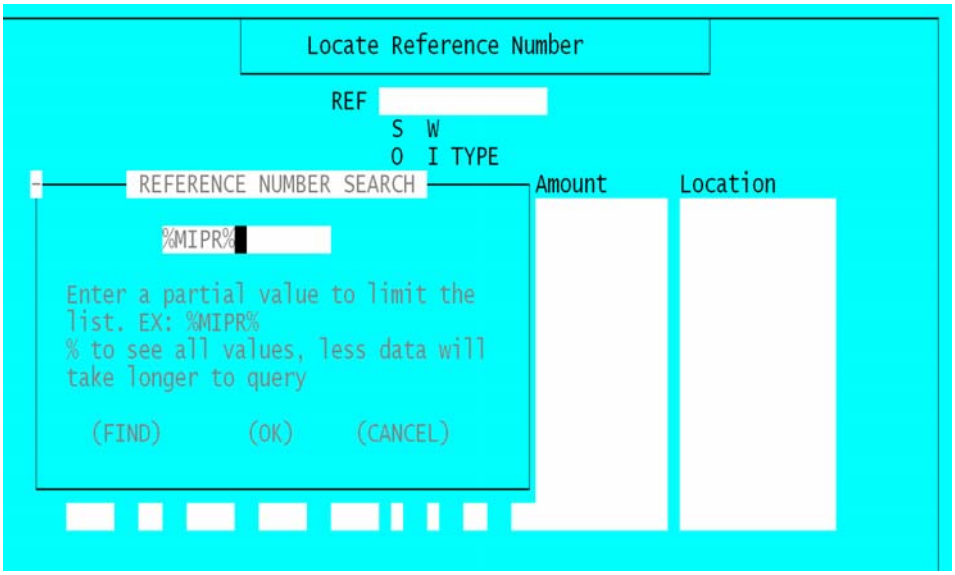



**Figure 9-15**

Once you tab to **(OK)**, A screen similar to the one below will appear.

## Locate Reference Number Screen

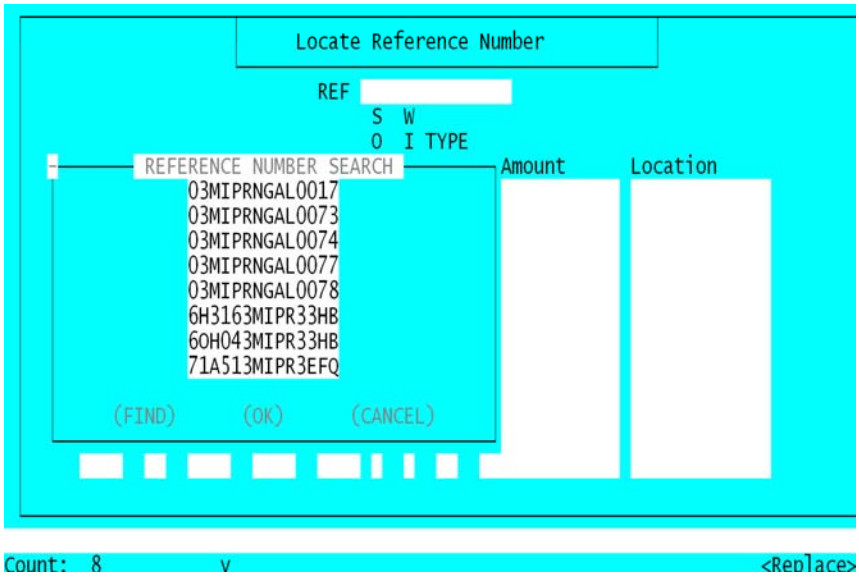



**Figure 9-16**

Use the **Down↓** to find the desired reference number. Tab to **(OK)** and press **<enter>.** A screen similar to the one below will appear showing the locations of your reference number.

## Locate Reference Number Screen

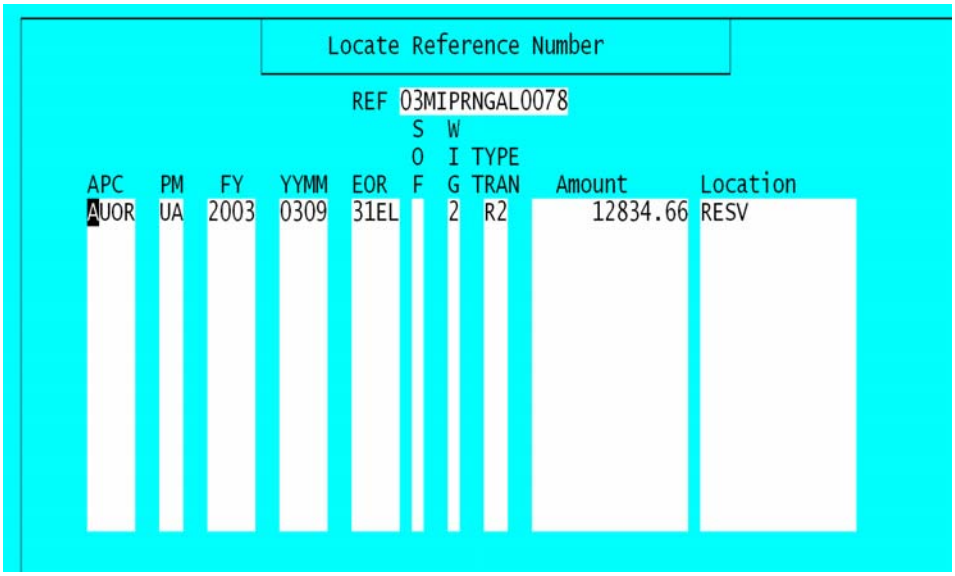



**Figure 9-17**

**9-10. Manday/Travel/Order Register.** The fourth selection available for accounting research is the Manday/ Travel/ Order Register. To access this option, first select **8 Review History** from the STANFINS Main Menu and then select

**4 Manday/Travel/Order Register Query.** The screen below will appear.

**AFCOS Active Duty History Query Screen**

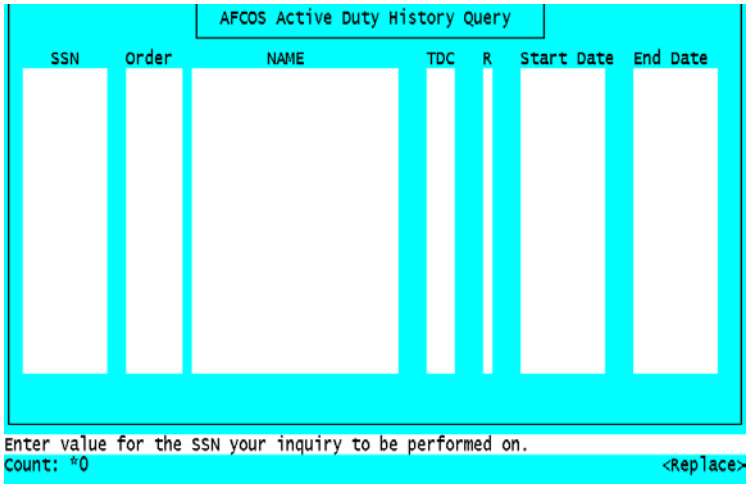



**Figure 9-18**

There are four screens used to display information. To access the other three screens press **Page Up** or **Page Down** keys. A detailed description of each of the four screens follows in the paragraphs below.

**9-11. AFCOS Active Duty History Query.** Use this screen with query functions. **Select query** to enter the query mode, then fill in appropriate fields that meet query criteria. For example, to review orders for SGT Jones, James R., SSAN 111-22-3451, enter the soldier's Social Security Account Number in the SSN field, then **execute query.** All orders within the system's history files (18 months) are displayed.

**9-12. Description of Fields on AFCOS Active Duty History Query Screen.**

- **SSN** - The Social Security Account Number of the soldier.
- **ORDER** - The published order number for the soldier.
- **NAME** - The soldier's name as reflected on the order. This may be different within the query time if the SIDPERS database has been changed within the AFCOS record span.

- **TDC** - The Type Duty Code identified on the order.

- **R (Reserved or Paid)** - This reflects whether funds for the order are still reserved or have already been paid.

- **Start Date** - This is the first day of duty published on the order. If the start date of the original order was amended, this field reflects the new start date. Date format is dd-mon-yy (e.g. 10-Sep-03).

- **End Date** - This is the last day of duty published on the order. If the ending date of the original order was amended, this field reflects the new ending date. Date format is dd-mon-yy (e.g. 10-Sep-03).

**9-13. AFCOS Detail Active Duty History Query.** To access the AFCOS Detail Active Duty History Query, first select **8 Review History** from the STANFINS Main Menu; then select **4 Manday/Travel/Order Register Query.** Press **Page Up**; the screen below will appear.

## AFCOS Detail Active Duty History Query Screen

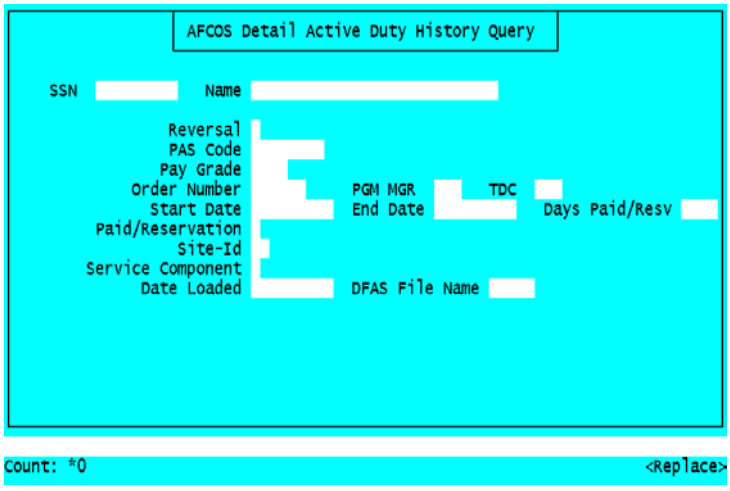



**Figure 9-19**

Use this screen to review orders in detail. When querying, use as many fields in the query as possible to retrieve as few records as possible. For example, to review orders for Program Manager Code TAA, SPC Hurley, Christopher, SSAN 997-99-0223, first **select query**. Enter the Social Security Account Number in the SSN field, then press the **<ENTER>** or **<TAB>** key to the PGM MGR field and enter TAA. Then **execute query**. All orders with the specified criteria within history files are consecutively displayed. Press the **Down Arrow** ↓ to scroll to the next record.

**9-14. Description of Fields on AFCOS Detail Active Duty History Query Screen.**

- **SSN** - The soldier's Social Security Account Number.
- **Name** - The soldier's name as it was used on the order.
- **Reversal – N** or **Y. Y** means collection action.
- **PAS Code** - The Personnel Accounting Symbol, necessary for Defense Joint Military Pay System (DJMS) records. This consists of the DJMS Site ID and the Unit Identification Code (UIC) the soldier was assigned to when orders were published.
- **Pay Grade** - This field reflects the pay grade of the soldier at the time orders were published. For example, 37 indicates an E-7, Sergeant First Class, 23 indicates a W-3, Chief Warrant Officer three, 14 indicates an O-4, Major.
- **Order Number** - The order number assigned by AFCOS when the order was published.
- **PGM MGR** - The Program Manager Code that funded the orders.
- **TDC** - The Type Duty Code identified on the original order.
- **Start Date** - The first day of duty published on the order. If the start date was amended, the corrected start date is reflected here. Date format is dd-mon-yy (e.g. 10-Sep-03).

- **End Date** - The last day of duty published on the order. If the end date was amended, the corrected end date is reflected. Date format is dd-mon-yy (e.g. 10-Sep-03).

- **Days Paid/Reserved** - This field reflects the total number of days on the order. If the order is paid, the number of days paid is reflected.

- **Paid/Reservation** - This field indicates if the order has been reserved only or if the pay transaction has been processed.

- **Site-Id** - The two character identification code from DJMS.

- **Service Component** - This field always reflects "G" for Army National Guard.

- **Date Loaded** - The date the order was produced, not to be confused with the order date.

- **DFAS File Name** - This field may have one of three values:

    - **##### (YYDDD)** - The Julian date that the payment for duty was processed in DJMS.

    - **NOPAY** - Indicates no pay or no pay and allowances orders. The soldier performed duty for retirement points only.

    - **ORDER** - Indicates the record was generated from an order and is still reflected as reserved in AFCOS.

**9-15. Order Register Query.** To access the Order Register Query, first select **8 Review History** from the STANFINS Main Menu; then select **4 Manday/Travel/Order Register Query.** Press **Page Up** until the screen below appears.

# Order Register Query Screen

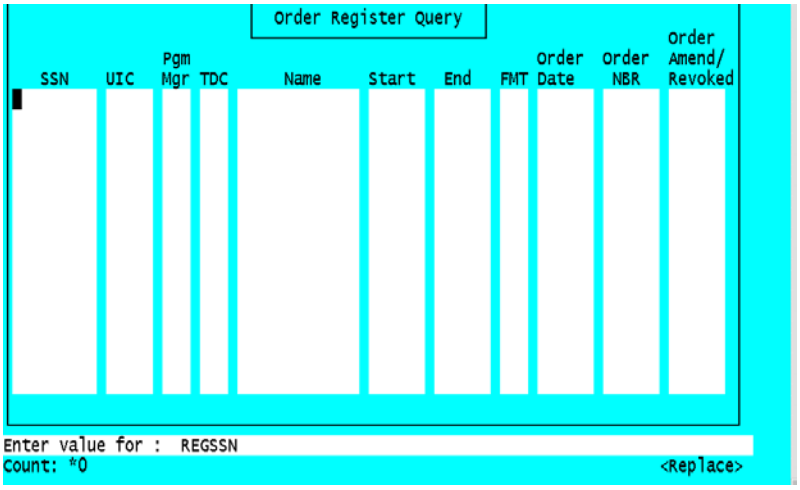



**Figure 9-20**

Use this screen with query functions. First **select query** to enter the query mode; then complete appropriate fields that meet query criteria; then **execute query.** If only one field is completed, all records meeting that criterion are retrieved. If no field is entered, all records in the register are retrieved. Use as many fields in the query as possible to retrieve as few records as possible. This screen may be used to reprint an order as well. Perform a query to find the desired order, position the cursor in the SSN field and press the **<List of Values>** key. Use local print procedures once the order has been identified.

## 9-16. Description of Fields on Order Register Query Screen.

- **SSN** - The soldier's Social Security Account Number.
- **UIC** - The Unit Identification Code the soldier was assigned to at the time the orders were published.
- **Pgm Mgr** - The Program Manager Code funding the order.
- **TDC** - the Type Duty Code used on the order.
- **Name** - The soldier's name as published on the order.
- **Start** - The published start date of the original or amended order.

- **End** - The published end date of the original or amended order.

- **FMT** - The order format published.

- **Order Date** - The date that appears on the order.

- **Order NBR** - The order number assigned in AFCOS when the order was published.

- **Order Amend/Revoke** - This field identifies the order number that was amended or revoked.

**9-17. Travel History.** The fourth and final screen in this selection is the Travel History screen. To access this screen, first select **8 Review History** from the STANFINS Main Menu; then select **4 Manday/Travel/Order Register Query**. Press **Page Up** until the screen below appears.

## Travel History Screen

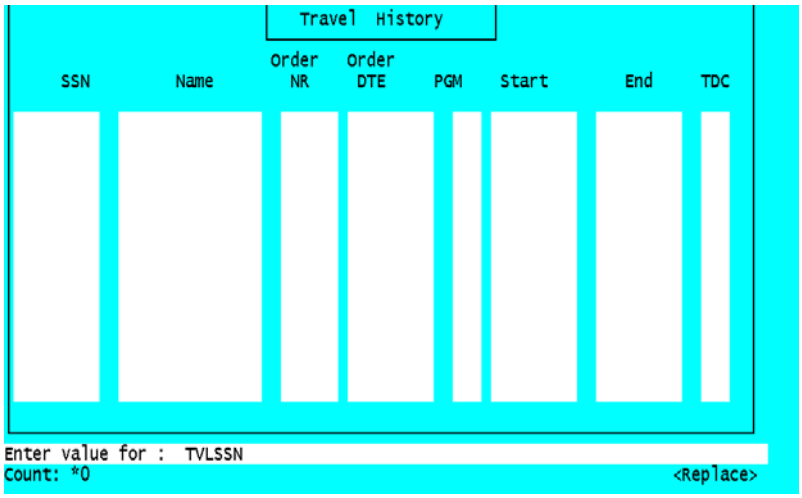



**Figure 9-21**

Use this screen with query functions First **select query** to enter the query mode; fill in fields that meet criteria; then **execute query**. If only one field is completed, all records meeting that criterion are retrieved. Use as many fields in the query as possible to retrieve as few records as possible.

## 9-18. Description of Fields on the Travel History Screen.

- **SSN** - The Social Security Account Number of the soldier.
- **Name** - The soldier's name as reflected on the order. This may be different within the query time if the SIDPERS database has been changed within the AFCOS record span.
- **Order NR** - The published order number for the soldier.
- **Order DTE** - The date that appears on the order.
- **PGM** - The Program Manager Code funding the order.
- **Start** - This is the first day of TDY published on the order. If the start date of the original order was amended, this field reflects the new start date.
- **End -** This is the last day of duty published on the order. If the ending date of the original order was amended, this field reflects the new ending date.
- **TDC** - The Type Duty Code identified on the order.

# SECTION 10

# VALIDATION FILES

**10-1. Viewing the Current APCs.** Each day, accounting personnel must pull in the ODS files as explained in Section 4. One of the files that gets pulled from ODS and loaded into AFCOS is the AXW file. The AXW file is a text file that contains information about the APCs that you have established in STANFINS. When AFCOS completes the load, the new and updated APCs are available to AFCOS as "read only." APCs can only be added, updated, or removed through the M2 M3 process, which is covered in Section 8. To view your current APC master file, select **7 Validation Files** from the STANFINS Main Menu (Figure 10-1),

**STANFINS Main Menu Screen**

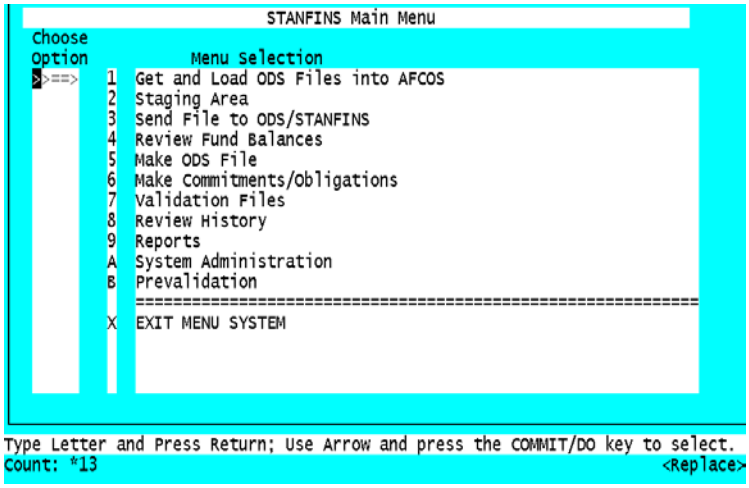



**Figure 10-1**

and then select **1 Review APC Master File.** (Figure 10-2)

## Validation Files Screen

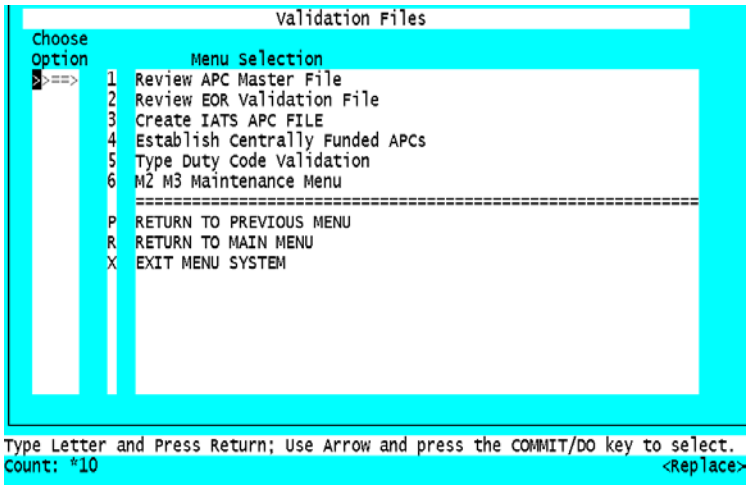



**Figure 10-2**

Screen below at figure 10-3 will appear.

## APC Master Query Screen

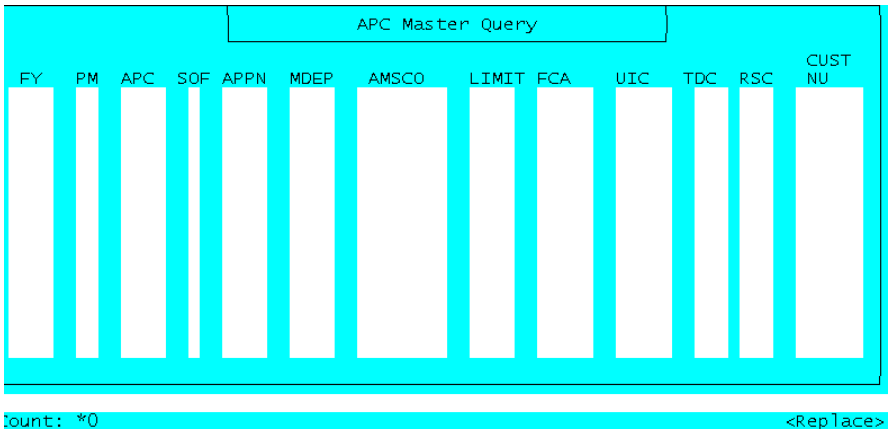



**Figure 10-3**

Once screen appears, simply press your **Execute Query** key to display all APCs. If you want to filter the query, press the **Select Query** key, enter the filter criteria you want to display, then press the **Execute Query** key. For example, if

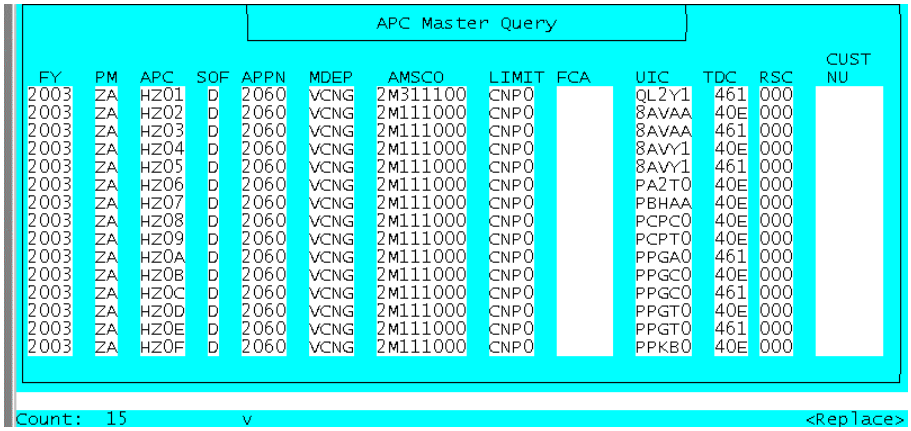
you want to display only the APCs with limit code CNP0, perform the following steps:

Step 1. Press **Select Query** key.

Step 2. Press **Tab** key until you get to the Limit. Enter **CNP0** in the Limit field.

Step 3. Press **Execute Query** key. All APCs with limit code CNP0 will appear.

## APC Master Query Screen (Sample)



APC Master Query

| FY | PM | APC | SOF | APPN | MDEP | AMSCO | LIMIT | FCA | UIC | TDC | RSC | CUST NU |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2003 | ZA | HZ01 | D | 2060 | VCNG | 2M311100 | CNP0 | | QL2Y1 | 461 | 000 | |
| 2003 | ZA | HZ02 | D | 2060 | VCNG | 2M111000 | CNP0 | | 8AVAA | 40E | 000 | |
| 2003 | ZA | HZ03 | D | 2060 | VCNG | 2M111000 | CNP0 | | 8AVAA | 461 | 000 | |
| 2003 | ZA | HZ04 | D | 2060 | VCNG | 2M111000 | CNP0 | | 8AVY1 | 40E | 000 | |
| 2003 | ZA | HZ05 | D | 2060 | VCNG | 2M111000 | CNP0 | | 8AVY1 | 461 | 000 | |
| 2003 | ZA | HZ06 | D | 2060 | VCNG | 2M111000 | CNP0 | | PA2T0 | 40E | 000 | |
| 2003 | ZA | HZ07 | D | 2060 | VCNG | 2M111000 | CNP0 | | PBHAA | 40E | 000 | |
| 2003 | ZA | HZ08 | D | 2060 | VCNG | 2M111000 | CNP0 | | PCPC0 | 40E | 000 | |
| 2003 | ZA | HZ09 | D | 2060 | VCNG | 2M111000 | CNP0 | | PCPT0 | 40E | 000 | |
| 2003 | ZA | HZ0A | D | 2060 | VCNG | 2M111000 | CNP0 | | PPGA0 | 461 | 000 | |
| 2003 | ZA | HZ0B | D | 2060 | VCNG | 2M111000 | CNP0 | | PPGC0 | 40E | 000 | |
| 2003 | ZA | HZ0C | D | 2060 | VCNG | 2M111000 | CNP0 | | PPGC0 | 461 | 000 | |
| 2003 | ZA | HZ0D | D | 2060 | VCNG | 2M111000 | CNP0 | | PPGT0 | 40E | 000 | |
| 2003 | ZA | HZ0E | D | 2060 | VCNG | 2M111000 | CNP0 | | PPGT0 | 461 | 000 | |
| 2003 | ZA | HZ0F | D | 2060 | VCNG | 2M111000 | CNP0 | | PPKB0 | 40E | 000 | |

Count: 15 v <Replace>

**Figure 10-4**

**10-2. Explanation of APC Master Query Screen.** The following is an explanation of the fields on the APC Master Query Screen:

- **FY** - Fiscal Year. Self-explanatory
- **PM** - Two digit Program Manager code responsible for funding
- **APC** - Four position Accounting Processing Code which is unique to the line of accounting
- **SOF** - Source of funds (D=Direct; A=Automatic)
- **APPN** - Appropriation where funding resides
- **MDEP** - Management Decision Package

- **AMSCO** - Army Management Structure Code
- **LIMIT** - Populated if part of the appropriation structure
- **FCA** - Functional Cost Account if used for reporting
- **UIC** - UIC where funding resides (Not UIC of assignment)
- **TDC** - Type Duty Code if pertaining to orders
- **RSC** – Reimbursement Source Code
- **CUST NU** – Customer Number

**10-3. APC Master Query (Errors).** When the AXW file is loaded into AFCOS, AFCOS performs an edit on the file to ensure it meets the NGB and AFCOS criteria. If an error is found, the APC is rejected. All rejected APCs are shown on the APC Master Query (ERRORS) screen along with the reason for the reject. To view the APC Master Query (ERRORS) screen, select **7 Validation Files** from the STANFINS Main Menu: then select **1 Review APC Master File**. Screen at figure 10-3 will appear. Press **Page Up** or **Page Down** until the APC Master Query (ERRORS) screen appears. To see all of the errors, press **Execute Query** from this screen. To filter the query, press **Select Query**, enter error code, then **Execute Query.** Only the APCs with that error code will appear. See figure below.

# APC Master Query (ERRORS) Screen

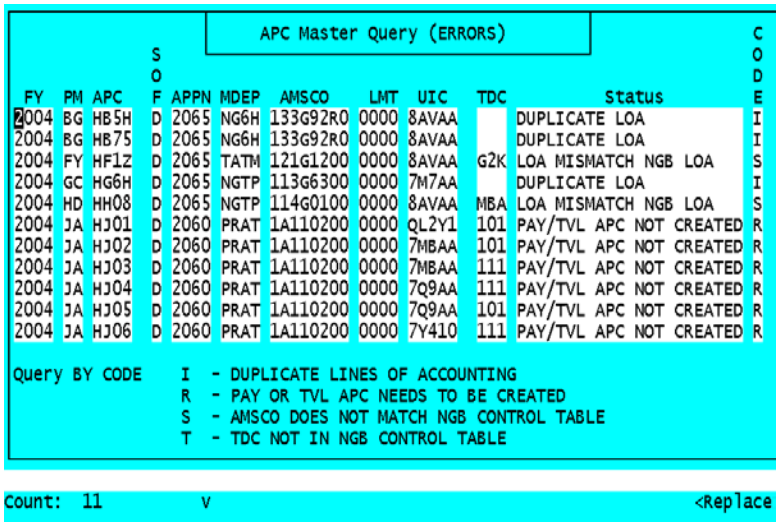



**Figure 10-5**

**10-4. Explanation of APC Master Query (ERROR) Screen.** The following is an explanation of the fields on the APC Master Query (ERROR) Screen.

- **FY, PM, APC, SOF, APPN, MDEP, AMSCO, LIMIT, UIC, TDC** - Previously explained. Self-explanatory

- **STATUS -** Reason why APC failed edit

- **CODE -** Error code. Definitions of the error codes are at the bottom of the screen. Below are more detailed explanations:

  I DUPLICATE LINES OF ACCOUNTING = This is caused when more than one APC has been established with the exact same LOA. Delete this APC.

  R PAY OR TVL APC NEEDS TO BE CREATED = An APC has been created for the pay or travel portion of the APC, but there in no corresponding pay or travel APC. This usually occurs with AT when you need both a pay and travel APC. Add the missing TDC.

  S AMSCO DOES NOT MATCH NGB CONTROL TABLE = NGB controls the LOA for TDCs. If you attempt to create a TDC with a LOA that does match NGB, the APC will reject. Change the LOA to make it match NGB.

T TDC NOT IN NGB CONTROL TABLE = You attempted to create a TDC and it is not a valid NGB TDC. This is not a valid NGB TDC. Delete this TDC.

NOTE: If you have a large number of errors, you might find it easier to attack similar errors at one time. For example, perform a query to review only error code T, which is "TDC not in NGB Control Table.

**10-5. Deleted APC Master Query**. The "Deleted APC Master Query" screen is similar to the "APC Master Query" screen. The difference is that these APCs have been deleted for the current FY. To see all of the deleted APCs, press **Execute Query** from this screen. No updates, deletes or inserts are allowed on this screen. An illustration of the "Deleted APC Master Query" screen is at figure 10-6 below.

## Deleted APC Master Query Screen

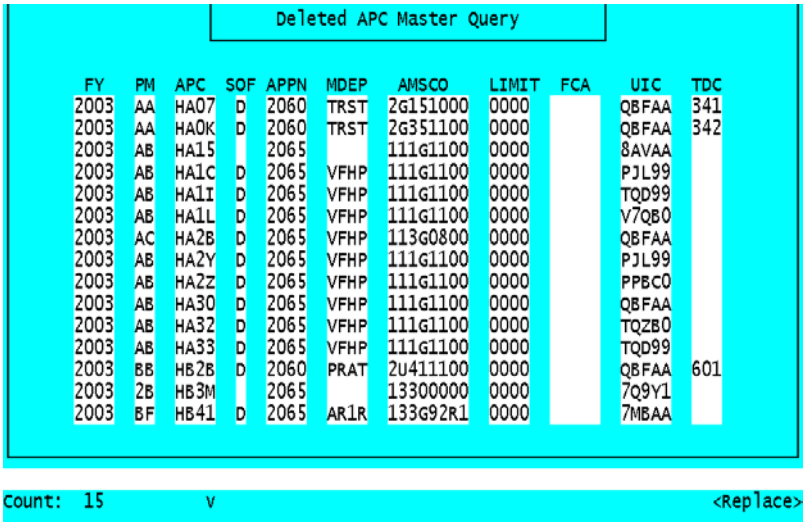



**Figure 10-6**

**10-6. Review EOR Validation File.** Valid EORs are provided by the ARNG Financial Services Center. Whenever an EOR is updated, added, or removed, a new EOR validation file will be provided in a routine program release to the USPFOs. The EOR validation file is the same EOR file used in STANFINS to edit incoming transactions. To view the valid EORs, select **7 Validation Files, 2 Review EOR Validation File** from the STANFINS Main Menu. Screen at figure 10-7 will appear.

## Element of Resource Query Screen

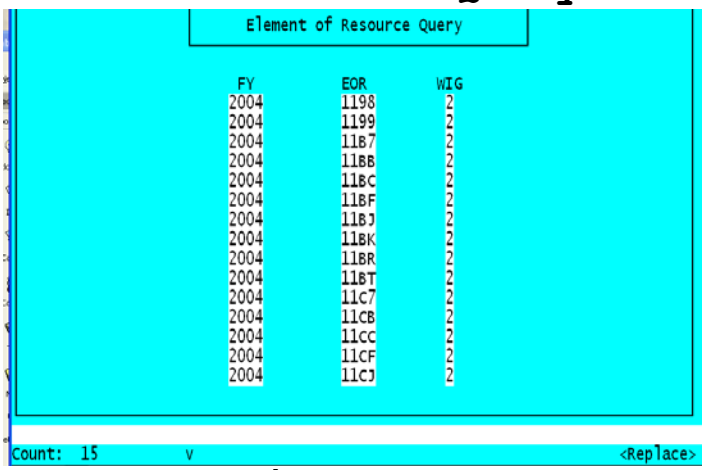



**Figure 10-7**

All of the valid EORs appear. If you want to filter the query, press the **Select Query** key, enter the criteria you want to display, then press the **Execute Query** key. For example, if you want to display only EOR 21**s, perform the following steps:

Step 1. Press **Select Query** key.

Step 2. Enter **21%** in the EOR field.

Step 3. Press **Execute Query** key. All EOR 21**s will appear.

## Element of Resource Query Screen (Sample)

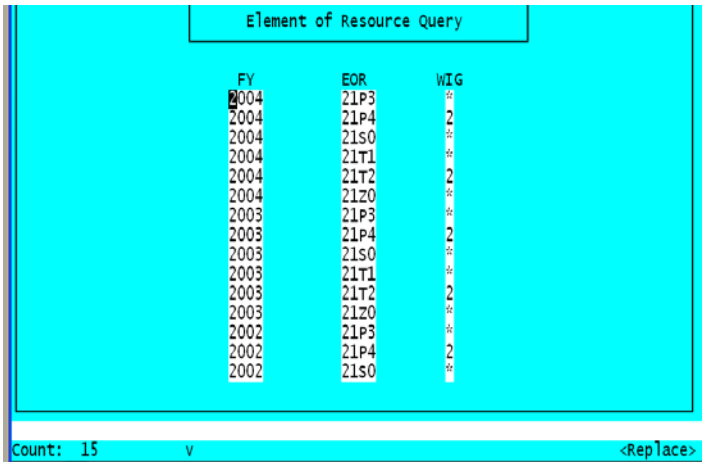



**Figure 10-8**

**10-7. Explanation of Element of Resource Query Screen.** The following is an explanation of the fields on the OP Input Screen:

- **FY** - Fiscal Year. Self-explanatory
- **EOR-** Element of Resource (Sometimes known as EOE)
- **WIG-** Within Government (1=within government; 2=outside government; *=may be used within or outside government)

**10-8. Create IATS APC FILE.** This file creation tool is used to create a flat file with all the APCs that apply to travel. Once created, the file is downloaded and then imported into IATS. The file is created automatically by selecting **7 Validation Files, 3 Create IATS APC File.** File is written to /comp/stanfins/out directory with file name iatsapc.txt.

**10-9. Establish Centrally Funded APCs.** STANFINS APCs drive AFCOS. No APC - no order. Centrally funded APCs are those active duty and travel orders being charged to another state's funds that do not have an APC in STANFINS. AFCOS now contains a tool that allows you to enter the state's APC code that is funding the order. Once entered into the APC Centrally Funded file, users will be allowed to request, approve, and publish a centrally funded order. To load a centrally funded APC, select **7 Validation Files** and then select **4 Establish Centrally Funded APCs.** Screen at figure 10-9 will appear.

## Establish Centrally Funded APC Screen

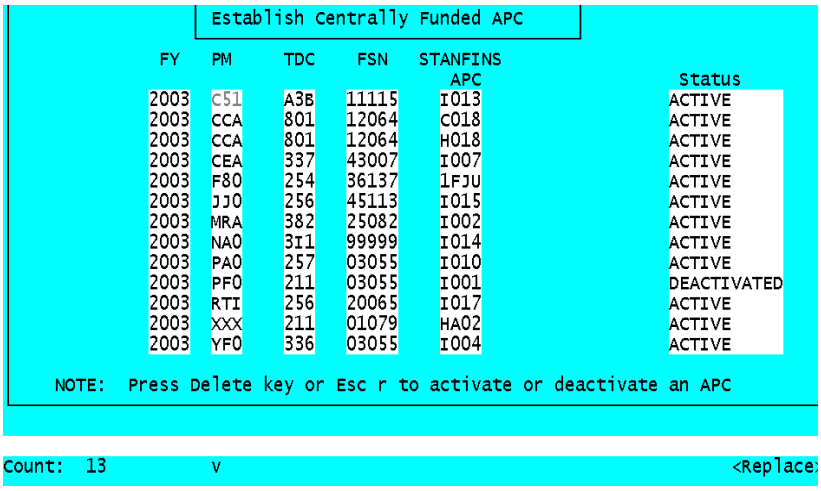


**Figure 10-9**

**10-10. Explanation of Establish Centrally Funded APC Screen.** Simply enter the correct information in the data fields with the proper FSN and APC and commit the record as in other AFCOS functions. The following is an explanation of the fields on this input screen:

- **FY** – Fiscal Year. Self-explanatory
- **PM** - Program Manager Code from the paying site
- **TDC** - Type Duty Code to be used on the order
- **FSN** - Fiscal Station Number (The FSN that will be charged
- **STANFINS APC** – APC to be used in producing the order
- **Status** - Shows whether the APC is in an active status to allow for order production. Deactivated is the other condition. To deactivate the APC, press the **delete (Esc R)** key. To reactivate a deleted APC, press the **delete** key again.

**10-11. Type Duty Code Validation.** The NGB controls the line of accounting (LOA) in type duty codes. To view the TDC LOAs, select **7 Validation Files** and then select **5 Type Duty Code Validation.** Screen at figure 10-10 will appear.

## Type Duty Code Validation Screen

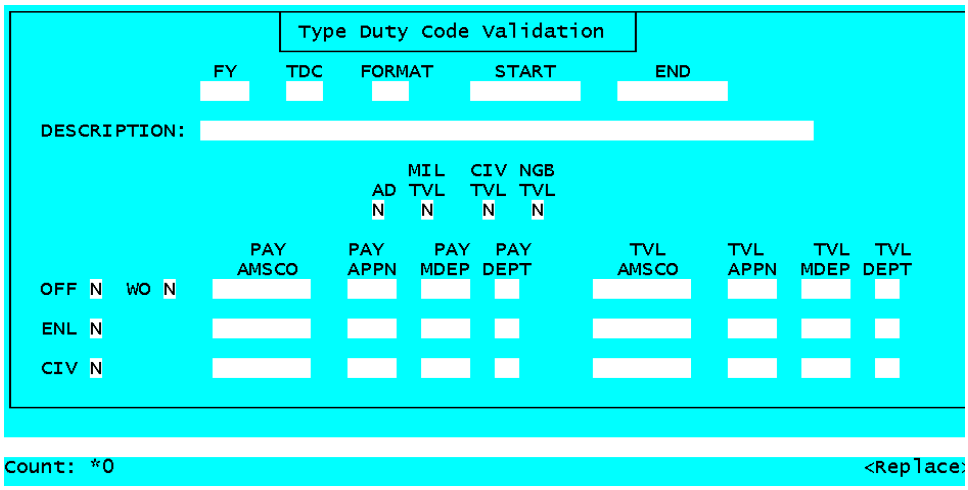


**Figure 10-10**

To find out if a specific TDC is valid for a certain AMSCO, press **Select Query.** Tab to TDC field. Type in TDC. Then **Execute Query.** Figure 10-11 is the query for TDC 254. Use the **Down↓** to view the TDC information for other fiscal years.

## Type Duty Code Validation Sample Query

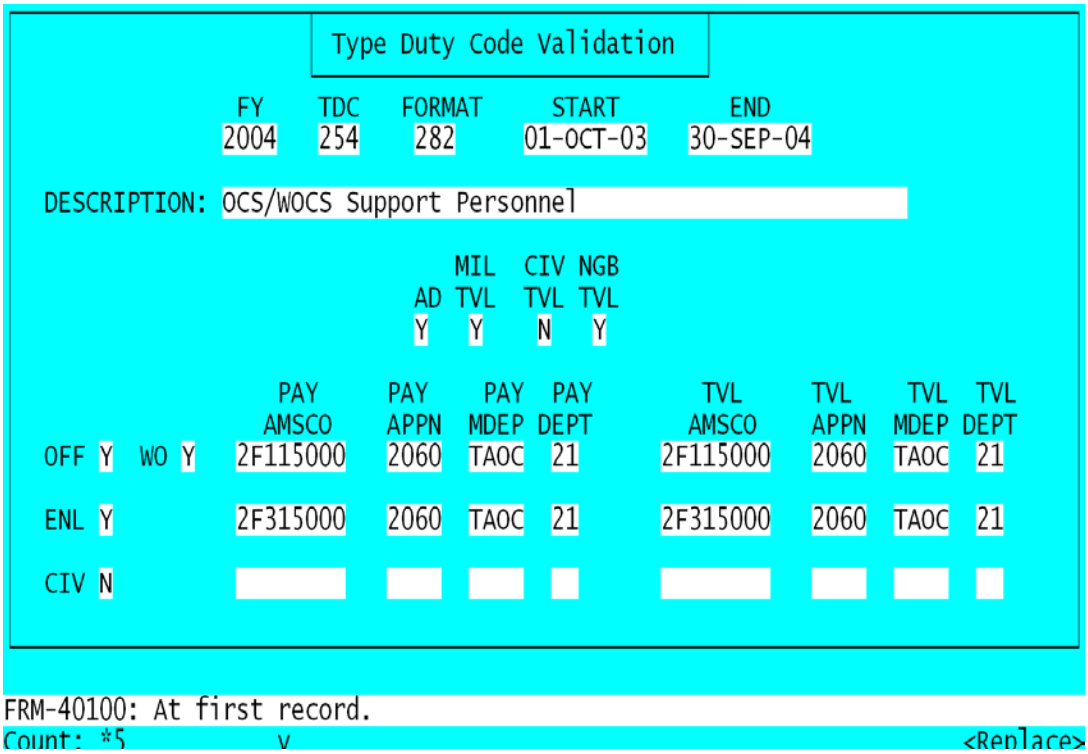



**Figure 10-11**

# SECTION 11

# PREVALIDATION

**11-1. Prevalidation.** Prevalidation is the procedure for verifying that obligations exist for disbursements before they are processed. The STANFINS Main Menu has a selection that allows you to prevalidate D06 Files and SRD1 files.

**11-2. Prevalidation of D06 Files.** The D06 files are the disbursing files from DJMS-RC. The D06 Prevalidation allows you to edit, correct and create obligations for a DJMS payroll before uploading to ODS. Making corrections and establishing obligations for unmatched data in this process will greatly reduce or eliminate the transactions that edit out in ODS.

**11-3. Prevalidation Menu.** To start prevalidation of the D06 Files select Option **B Prevalidation** from the STANFINS Main Menu.

**STANFINS Main Menu Screen**

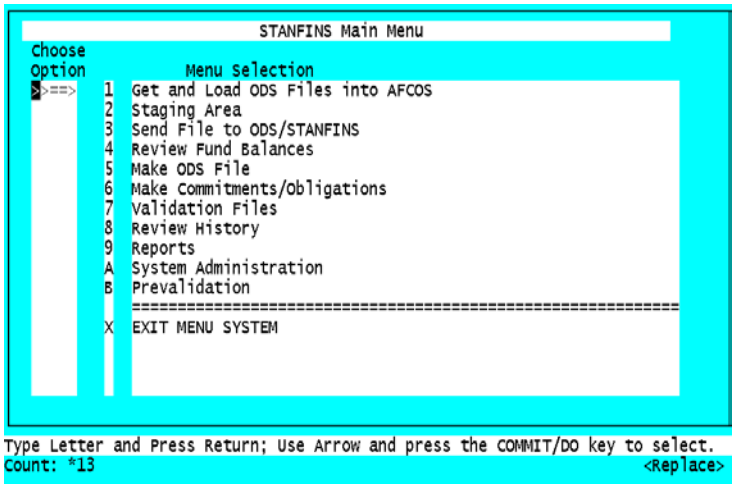



**Figure 11-1**

Prevalidation Menu Screen will appear (Figure 11-2).

## Prevalidation Screen

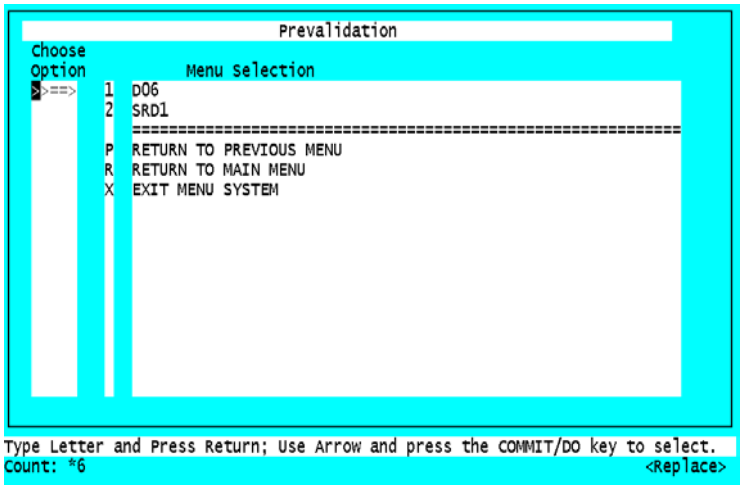



**Figure 11-2**

From this screen select **1 D06.** Six options will appear (See Figure 11-3).

## D06 Menu Screen

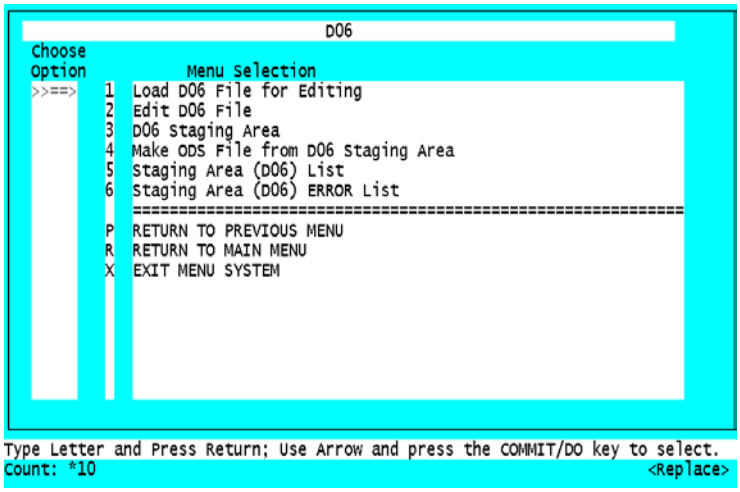



**Figure 11-3**

**11-4. Load D06 File for Editing.** This is the process for loading your D06 file that was previously retrieved from DJMS-RC. This option will show all the files awaiting processing. These files are in the /comp/stanfins/out directory. See figure below. At the prompt, type the sequence number of the file you want and press **<enter>**.

Make a note of the number of the file you have selected. If more than one file is available, you may repeat the load process and work the files at the same time.

## List of Files Awaiting Processing

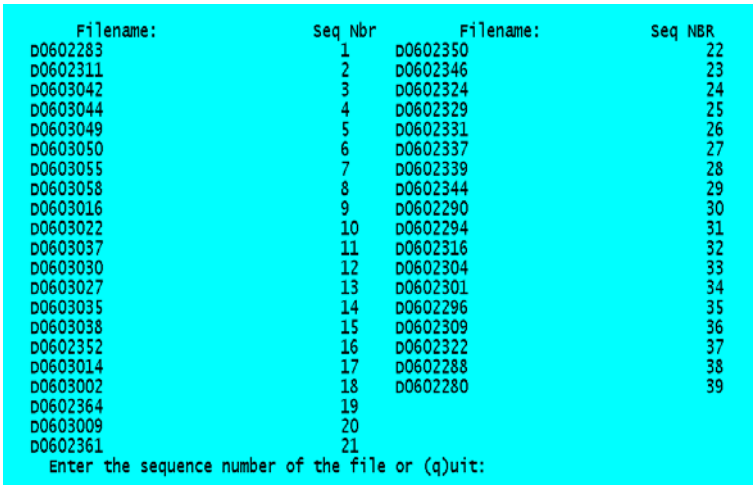



**Figure 11-4**

**11-5. D06 Load Process.** The load process will edit the files and put the transactions in the D06 Staging Area. See figure below. The pre-edit process will display the number of transactions edited. If errors are found, the message "Batch contains Errors" will appear. The number of errors is not displayed.

## D06 Load Process Screen

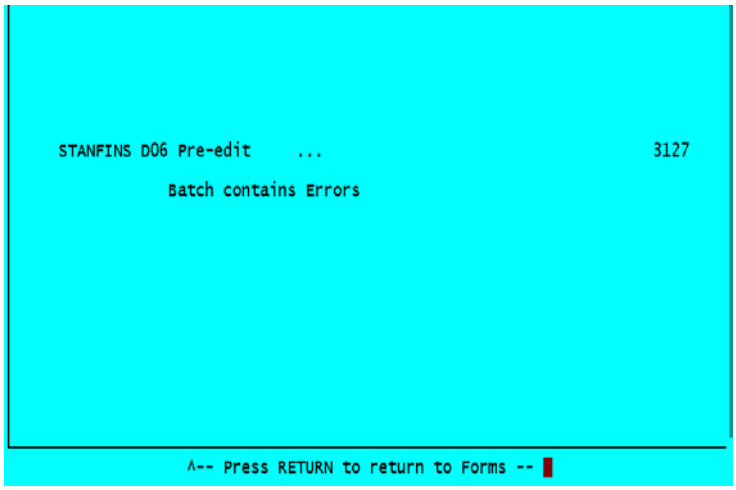



**Figure 11-5**

Payroll transactions are edited against the STFHISTORY table by reference number and EOR. IDT transactions match to IDT MODs and Type Duty Code (Type Drill). Transactions that find a match will clear even if an unliquidated balance does not remain. The edits here are based on the edits performed in ODS.

**11-6. D06 Staging Area.** To view the transactions within the file, select **3 D06 Staging Area** from the D06 Menu Selection screen. (Figure 11-3).

**11-7. Staging Area Maintenance (D06).** The Staging Area Maintenance Screen (D06) will appear blank. **Select Query,** type in the last five digits of the file you selected in the column labeled "File Name." (In this case we selected D0603007 and typed in 03007.) Or if you want to see all the D06 records in the staging area, simply press the **Find** or **Execute Query** key.

## Staging Area Maintenance (D06) Screen

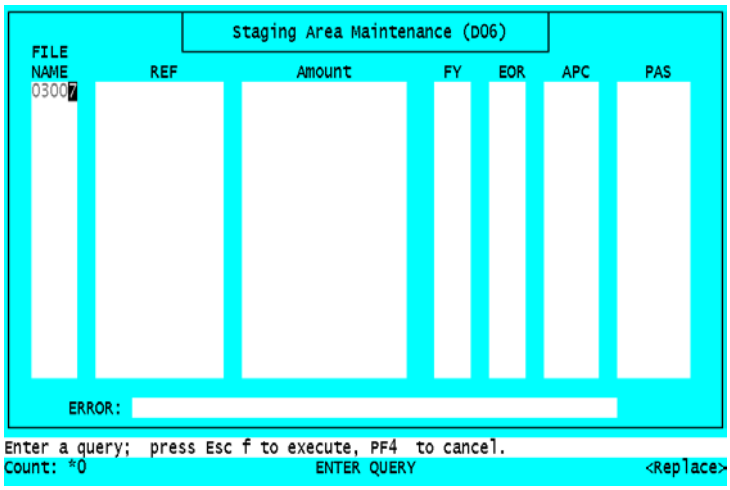



**Figure 11-6**

The screen (Figure 11-7) shows all transactions in the file we have selected (to include the errors).

## Staging Area Maintenance (D06) Screen (Queried)

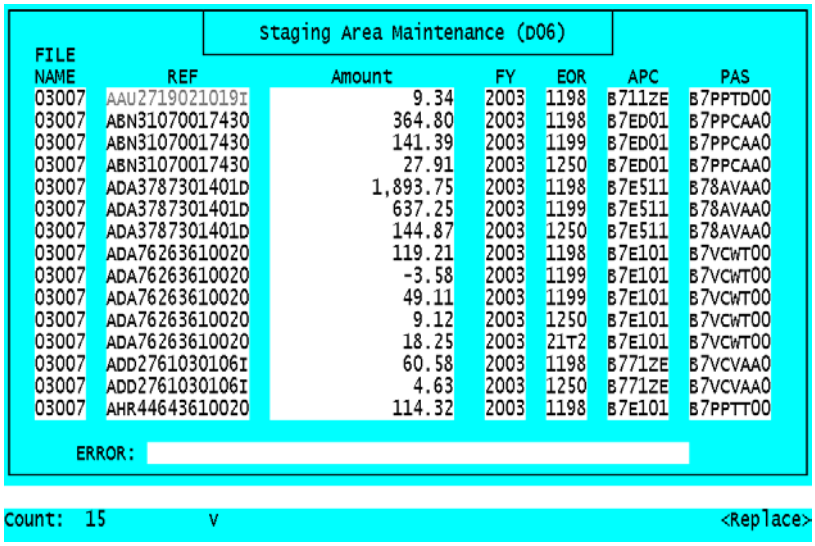



**Figure 11-7**

**11-8. Staging Area Error Maintenance (D06).** To see only transactions that have errors, press **Page Up** from the Staging Area Maintenance Screen. Then **Execute Query** to see the errors. Example is at Figure 11-8. An error line appears at the bottom of the screen indicating the cause of the error. You may correct errors on the Staging Area Error Maintenance (D06) Screen or the Staging Area Maintenance Screen. You may only make changes to the reference number (REF column) and the PAS Column. Once you have made your changes, **Commit** them.

Note: APC on this screen is the DJMS-RC APC; PAS is the Pay Accounting Station (State ID and UIC).

## Staging Area Error Maintenance (D06) Screen

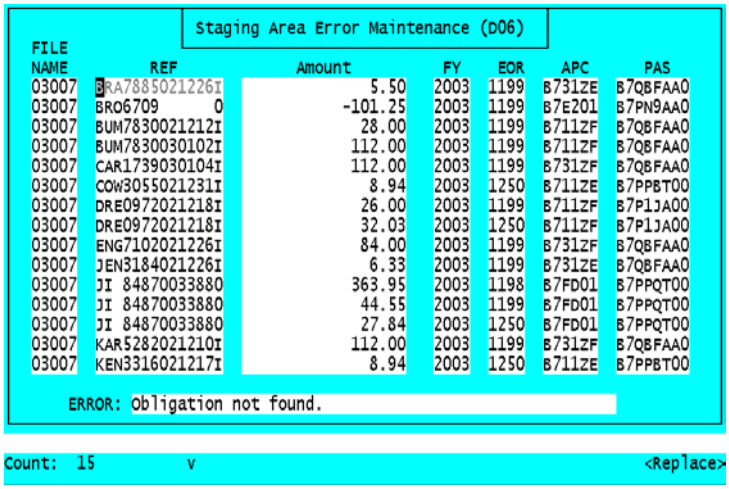



**Figure 11-8**

**11-9. Staging Area D06 Statistics.** A third screen is available in the D06 Staging Area option. From the D06 Menu (Figure 11-3) select **3 D06 Staging Area;** then press the **Page Down** key. The Staging Area D06 Statistics Screen will appear. See figure below.

## Staging Area D06 Statistics Screen

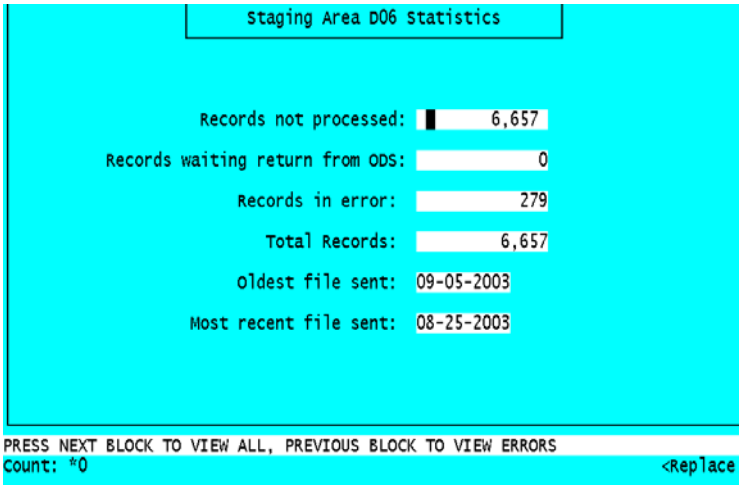



**Figure 11-9**

**11-10. Staging Area (D06) Lists.** Errors can be worked from the form or from the Staging Area (D06) Error List. To access a report of the records with errors in the D06 Staging Area, select **6 Staging Area (D06) Error List** from the D06 Menu. If you want a report of all the records in the D06 Staging Area, select **5 Staging Area (D06) List.** See figure below.

## D06 Menu Screen

**Figure 11-10**

When the report is ready you will see a screen like the one below. Both of these reports begin with the prefix "fp".

## Report Complete Screen

**Figure 11-11**

**11-11. Print/View Staging Area (D06) Lists.** To print or view a report of the complete list or the error list from the D06 Staging Areas, select **9 Reports** from the STANFINS Main Menu.

## STANFINS Main Menu Screen

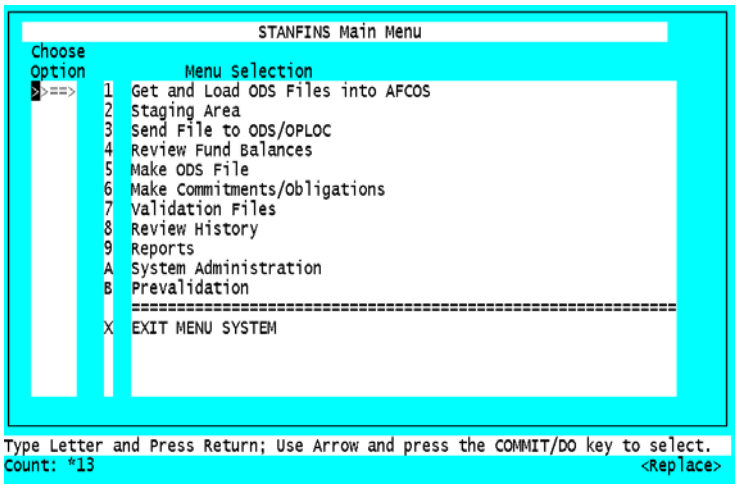



**Figure 11-12**

Then select **2 Print/View Reports.**

## Reports Menu Screen

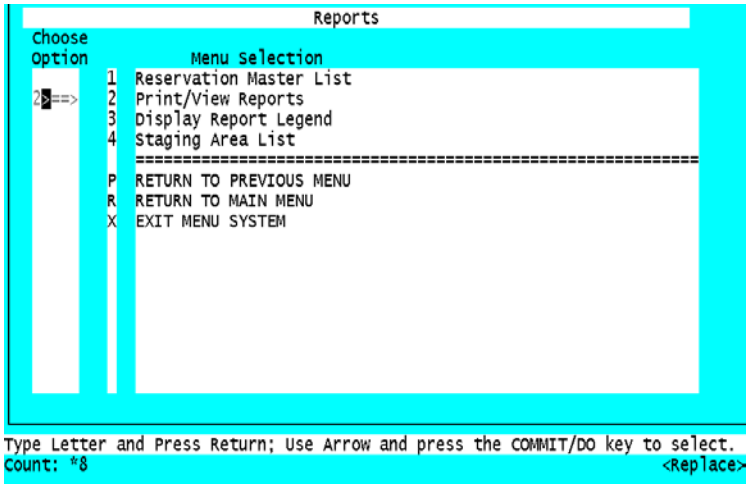
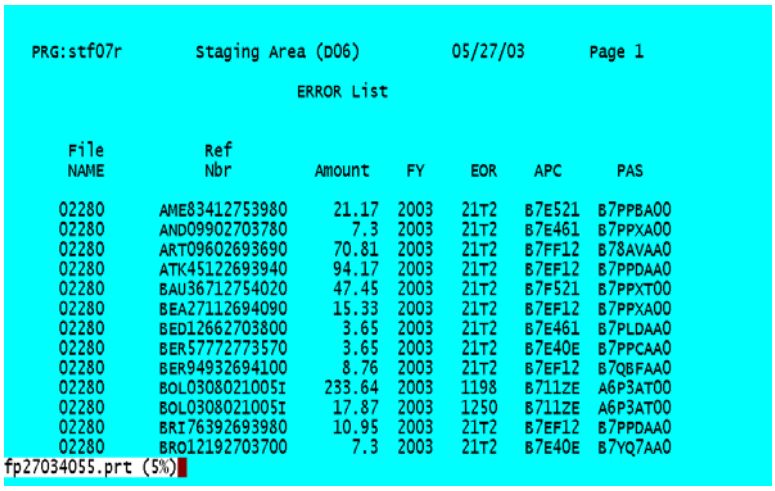



**Figure 11-13**

These reports both have the prefix "fp". Type in the sequence number of the report you want; press enter; then

type **p** to print or **v** to view the report on your screen. A sample of a screen from the Staging Area (D06) Error List appears below followed by a screen from the Staging Area (D06) List.

## Staging Area (D06) Error List Report



PRG:stf07r Staging Area (D06) 05/27/03 Page 1

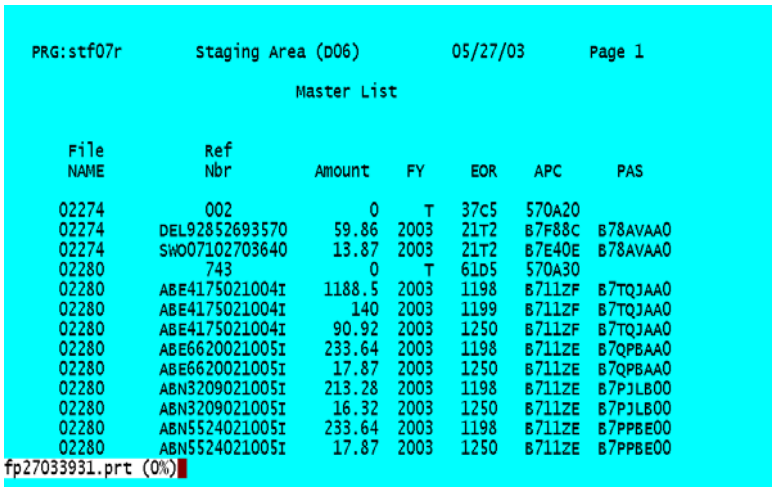
ERROR List

| File NAME | Ref Nbr | Amount | FY | EOR | APC | PAS |
|---|---|---|---|---|---|---|
| 02280 | AME83412753980 | 21.17 | 2003 | 21T2 | B7E521 | B7PPBA00 |
| 02280 | AND09902703780 | 7.3 | 2003 | 21T2 | B7E461 | B7PPXA00 |
| 02280 | ART09602693690 | 70.81 | 2003 | 21T2 | B7FF12 | B78AVAA0 |
| 02280 | ATK45122693940 | 94.17 | 2003 | 21T2 | B7EF12 | B7PPDAA0 |
| 02280 | BAU36712754020 | 47.45 | 2003 | 21T2 | B7F521 | B7PPXT00 |
| 02280 | BEA27112694090 | 15.33 | 2003 | 21T2 | B7EF12 | B7PPXA00 |
| 02280 | BED12662703800 | 3.65 | 2003 | 21T2 | B7E461 | B7PLDAA0 |
| 02280 | BER57772773570 | 3.65 | 2003 | 21T2 | B7E40E | B7PPCAA0 |
| 02280 | BER94932694100 | 8.76 | 2003 | 21T2 | B7EF12 | B7QBFAA0 |
| 02280 | BOL0308021005I | 233.64 | 2003 | 1198 | B711ZE | A6P3AT00 |
| 02280 | BOL0308021005I | 17.87 | 2003 | 1250 | B711ZE | A6P3AT00 |
| 02280 | BRI76392693980 | 10.95 | 2003 | 21T2 | B7EF12 | B7PPDAA0 |
| 02280 | BRO12192703700 | 7.3 | 2003 | 21T2 | B7E40E | B7YQ7AA0 |

fp27034055.prt (5%)

**Figure 11-14**

## Staging Area (D06) List Report



PRG:stf07r Staging Area (D06) 05/27/03 Page 1

Master List

| File NAME | Ref Nbr | Amount | FY | EOR | APC | PAS |
|---|---|---|---|---|---|---|
| 02274 | 002 | 0 | T | 37C5 | 570A20 | |
| 02274 | DEL92852693570 | 59.86 | 2003 | 21T2 | B7F88C | B78AVAA0 |
| 02274 | SWO07102703640 | 13.87 | 2003 | 21T2 | B7E40E | B78AVAA0 |
| 02280 | 743 | 0 | T | 61D5 | 570A30 | |
| 02280 | ABE4175021004I | 1188.5 | 2003 | 1198 | B711ZF | B7TQJAA0 |
| 02280 | ABE4175021004I | 140 | 2003 | 1199 | B711ZF | B7TQJAA0 |
| 02280 | ABE4175021004I | 90.92 | 2003 | 1250 | B711ZF | B7TQJAA0 |
| 02280 | ABE6620021005I | 233.64 | 2003 | 1198 | B711ZE | B7QPBAA0 |
| 02280 | ABE6620021005I | 17.87 | 2003 | 1250 | B711ZE | B7QPBAA0 |
| 02280 | ABN3209021005I | 213.28 | 2003 | 1198 | B711ZE | B7PJLB00 |
| 02280 | ABN3209021005I | 16.32 | 2003 | 1250 | B711ZE | B7PJLB00 |
| 02280 | ABN5524021005I | 233.64 | 2003 | 1198 | B711ZE | B7PPBE00 |
| 02280 | ABN5524021005I | 17.87 | 2003 | 1250 | B711ZE | B7PPBE00 |

fp27033931.prt (0%)

**Figure 11-15**

**11-12. Working the D06 Errors.** Additional sessions of the STFMENU may be opened to work the errors. By opening additional sessions you can click and view various forms without closing one to see another. The recommended forms to open are: Review History (Detail), Commitment Staging

Area, Copy History to Staging Area, APC Master File, D06 Error Maintenance (if working off the form rather than the printed report) and AFCOS/ORDMENU Orders Register as needed.

## Multiple Sessions

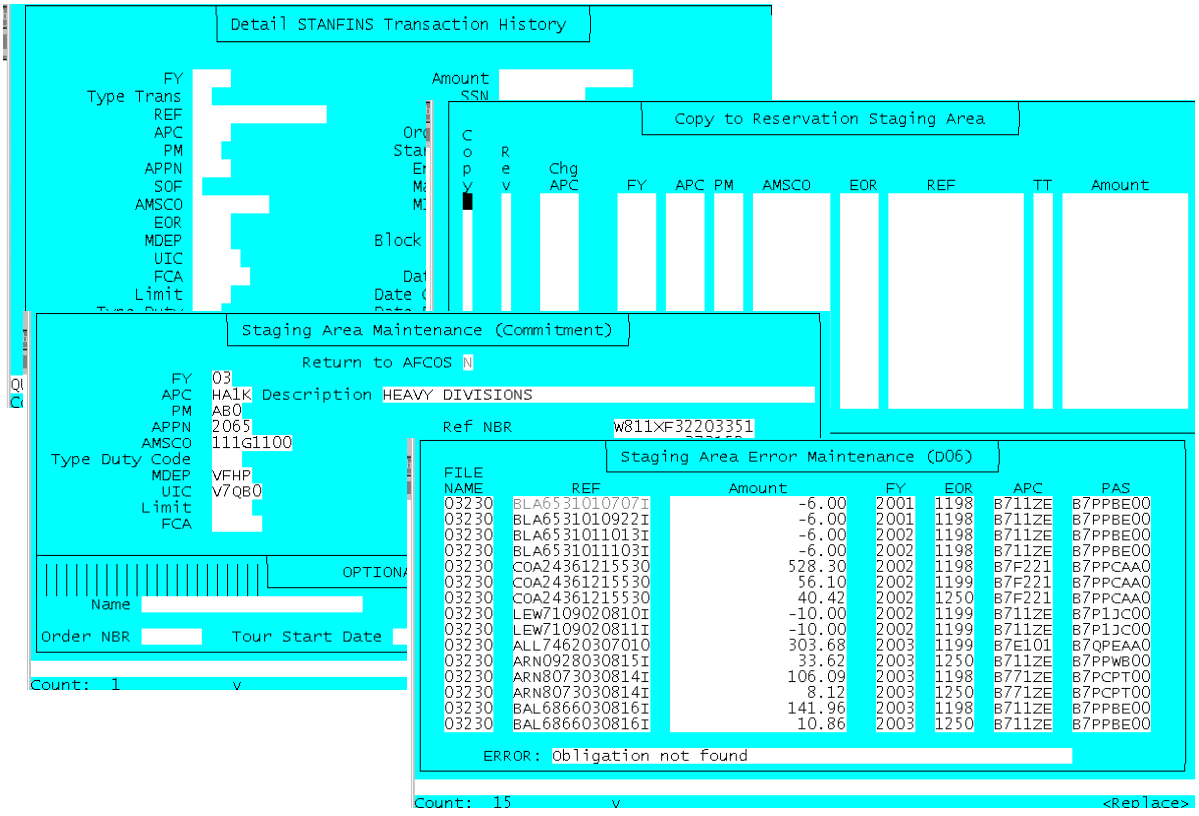



**Figure 11-16**

Supplemental payments for long tours will edit out because of unmatched reference number/EOR. Using the D06 RCOD listing, determine the period of payment. Query the unmatched reference number in the STANFINS Transaction History using wild cards or the reference number associated with the payment period. If the correct match is found by EOR, click on the D06 Staging Area Error Maintenance form and correct the Reference Number. The record will clear the Error form when you commit the change.

**11-13. Using Copy to Reservation Area to Correct D06 Errors.** If a record is not found (for example, EOR 1210), use the Copy to Reservation Staging Area to create an obligation for the payment. Locate the record on the Staging Area Error Maintenance (D06) form. Open another

session and go to the Copy to Reservation Staging Area form. (From the STANFINS Main Menu, select **6 Make Commitments/Obligations**, then **3 Copy History to Staging Area.**) Query the reference number on the Copy to Reservation Area form. Select the record to be copied by typing a **Y** in the COPY column by the record; then **Commit.**

Example: D06 Payroll has disbursement for Reference Number

"HON6209202463L", EOR "1210" with error "Obligation Not Found." See figure below.

## Staging Area Error Maintenance (D06) Screen

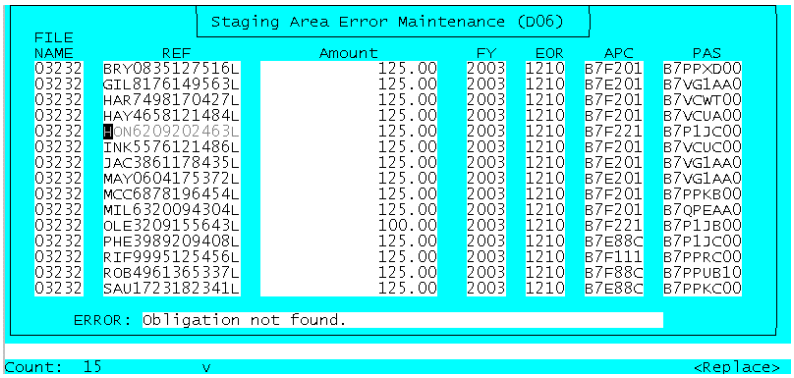



**Figure 11-17**

Open another session and go to the Copy to Reservation Staging Area. Query the Reference Number "HON6209202463L". Select the record to be copied by typing a **Y** in the COPY column. **Commit** the record.

## Multiple Screens

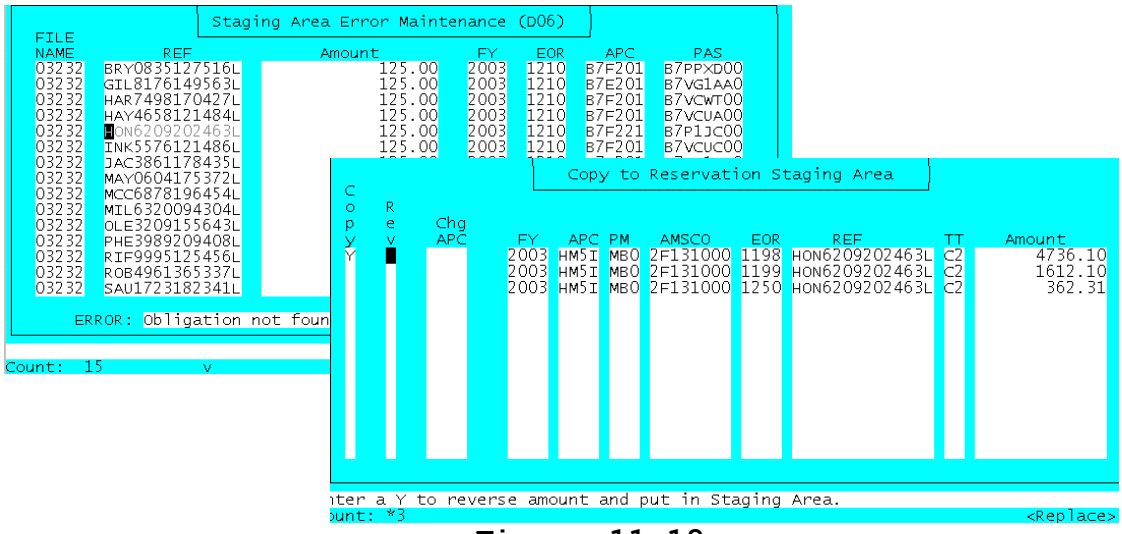



**Figure 11-18**

Go to the Staging Area Maintenance Commitment form by opening a third session. (Select **2 Staging Area**, then **2 Review Staging Area.**) Copied record will appear.

## Staging Area Maintenance (Commitment) Screen

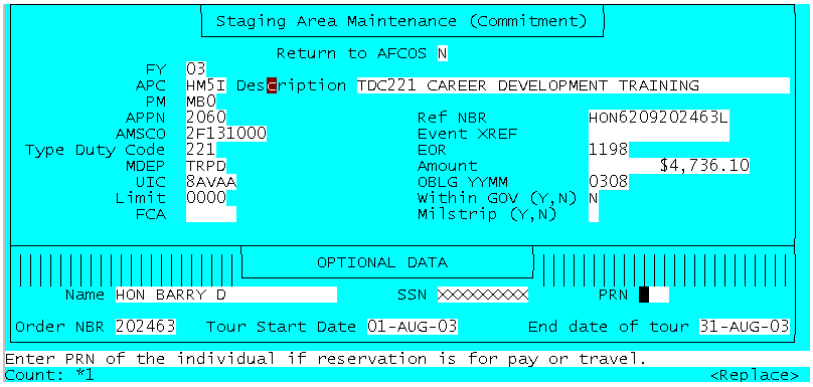



**Figure 11-19**

Make changes to the record as needed. Change the EOR to **1210**; change the Amount to **$125.00**; change the OBLG YYMM to **0309**; check WIG code; ensure a SSN is present. Then **Commit** the record.

## Staging Area Maintenance (Commitment) Screen

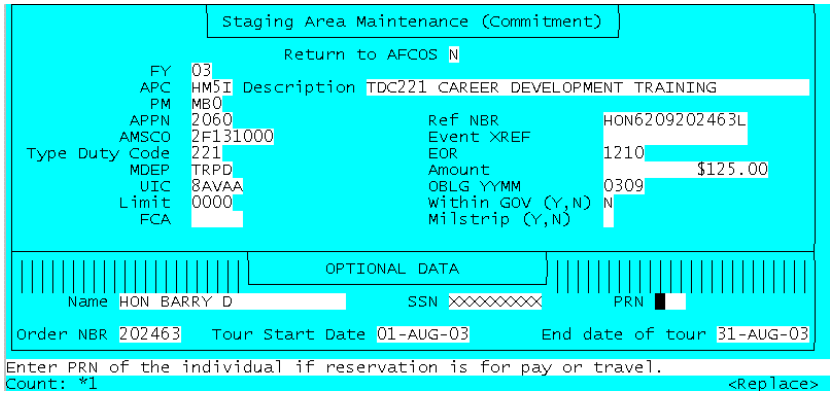



**Figure 11-20**

You may also make obligation transactions directly into the Commitment Staging Area if you do not want to use the above "Copy Record" feature.

**11-14. Edit, Make and Send Commitment Staging Area Records.** Once you have created all the needed commitments

for your D06 File, you will need to edit the Commitment Staging Area (see Section 6-34), make an ODS file from the Commitment Staging Area (Section 5-2), and send the file to ODS (Section 5-3). This file must be sent to ODS before sending the actual D06 file to ODS.

**11-15. Make ODS File from D06 Staging Area.** After you have completed the correction process and are ready to send the D06 file to ODS, first select **4 Make ODS File from D06 Staging Area** from the D06 Menu (Figure 11-3). This will place the D06 transactions back in the comp/stanfins/out directory. The file will load even if errors still exist. Screen below will appear. This screen displays all the files that are present. It also shows the line totals and error totals still in the file. Create an ODS file by placing an **X** beside the file that you wish to send and **Commit** the record. The program will create the file and give a total record count for parity. The file is now ready to be uploaded to ODS.

## Make ODS File from D06 Staging Area Screen

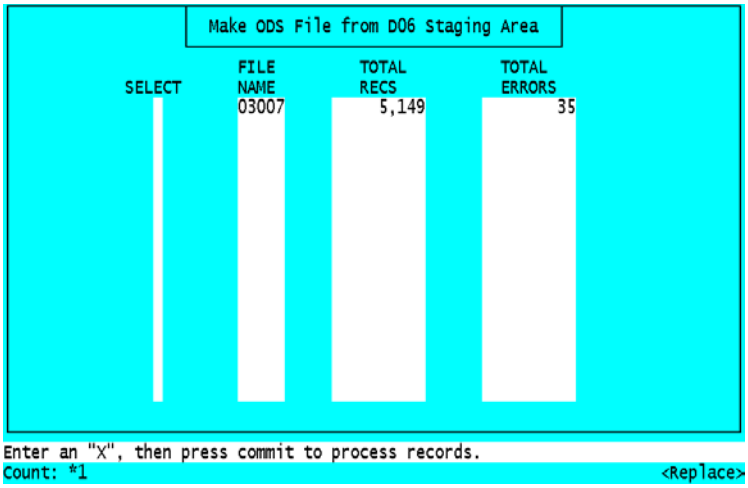



**Figure 11-21**

**11-16. Send D06 File to ODS.** Return to the STANFINS Main Menu. Select Option **3. Send File to ODS/STANFINS.**

## STANFINS Main Menu

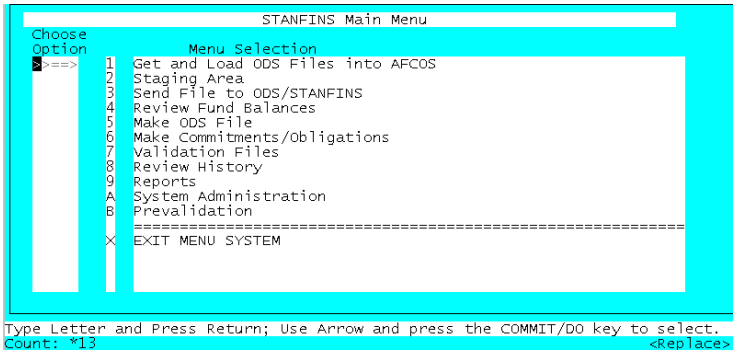



**Figure 11-22**

Then select Option **1 Send Commitments/Obligations/D06 File to ODS.** This will take you to the comp/stanfins/out directory.

## Send File to ODS/STANFINS Screen

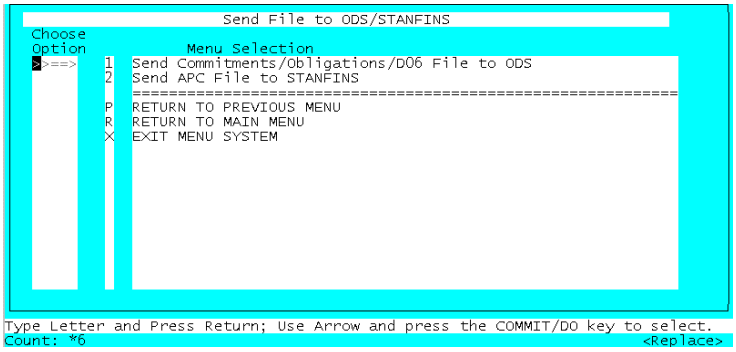



**Figure 11-23**

Screen below will appear. Type in the Seq Nbr of the file to be sent and hit **<enter>.** The system will automatically take you through the FTP process to ODS. You will then process the D06 file in accordance with the ODS/D06 procedures to clear the payroll through ODS.

## Files in COMP/STANFINS/OUT Directory

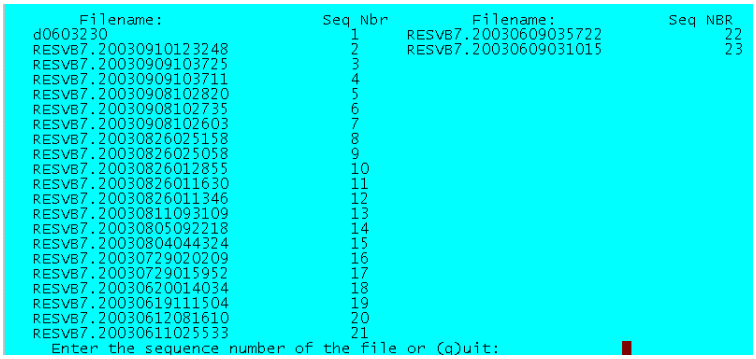



**Figure 11-24**

**11-17. Other Helpful Information about D06 Processing.** The following are some notes to help you process your D06 files:

- ODS matches the D06 file transactions by Reference Number, SSN and EOR (ADT) and UIC, TDC for IDT.
- Obligations recorded without the SSN will cause the D06 record to edit out in ODS even though it did not edit out in the D06 Prevalidation.
- ODS only matches to obligations created via AFCOS (C2 type transactions); therefore D06 records may edit out in ODS even though they did not edit out in the D06 Prevalidation (i.e. EOR 1210, C4 type transactions).
- IDT transactions with invalid PAS code information will edit out in ODS. Correct the PAS code in the D06 Prevalidation process.
- See Appendix E "Operational Data Store (ODS) with the D06" for more information.

**11-18. Prevalidation of SRD1 Files.** The SRD1 files are the Vendor Pay and IATS files that are produced for payment from the Pay & Exam section. A prevalidation program exists in the STANFINS Main Menu to validate the existence of an obligation for each of these payment lines. To access the option, you must first retrieve the upload file for travel and commercial accounts from the Pay & Exam section. There will be two files (CAPS and IATS). The **CAPS** file will need to be re-named **SRD1VMMDD** (M=month,

D=day). The IATS file will need to be re-named **SRD1TMMDD** (M=month, D=day). After renaming, either place the file in COMP/STANFINS/IN via FTP or give it to DPI and have them place it in the directory. Once this process is completed, access the desired file by utilizing the following options.

**11-19. Prevalidation Menu.** From the STANFINS Main Menu select Option **B Prevalidation.**

## STANFINS Main Menu Screen

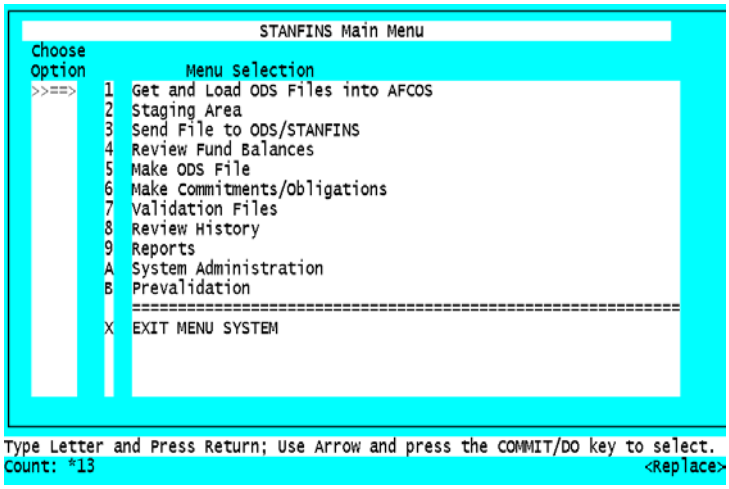



**Figure 11-25**

Prevalidation Menu Screen will appear (Figure 11-15).

## Prevalidation Menu Screen

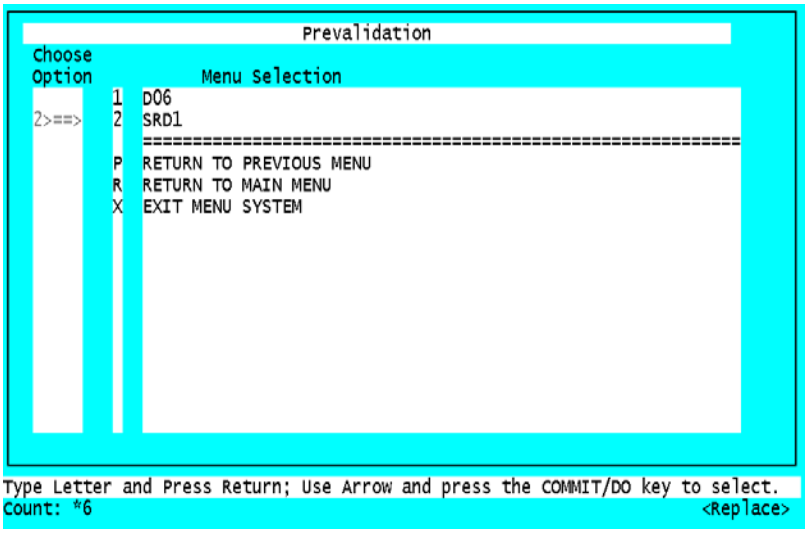



**Figure 11-26**

From this screen select **2 SRD1.** You will then be given the option to "Load SRD1 File" as seen in Figure 11-27.

## SRD1 Menu Screen

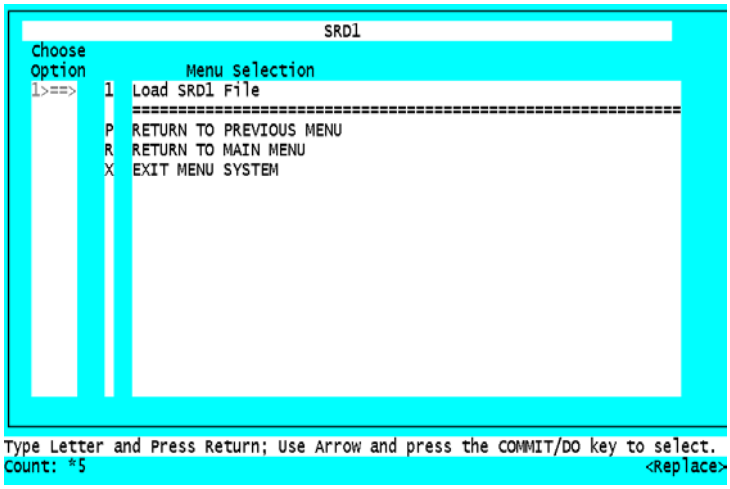



**Figure 11-27**

**11-20. Load SRD1 File.** This is the entry to bring up the files that were placed in the COMP/STANFINS/IN directory. By selecting option 1, you will be presented with files that are awaiting prevalidation as represented in the figure below.

## List of Files Awaiting Processing

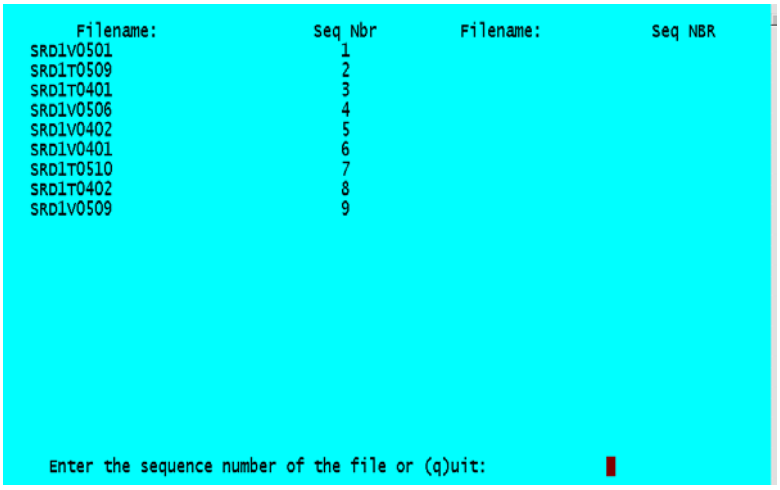



**Figure 11-28**

**11-21. File Selection.** To begin the prevalidation of the

SRD1 files, simply type the sequence number of the file you want to work with and press **<enter>**. The screen in the figure below will appear.

## Enter CAPS/IATS Adjustments Screen

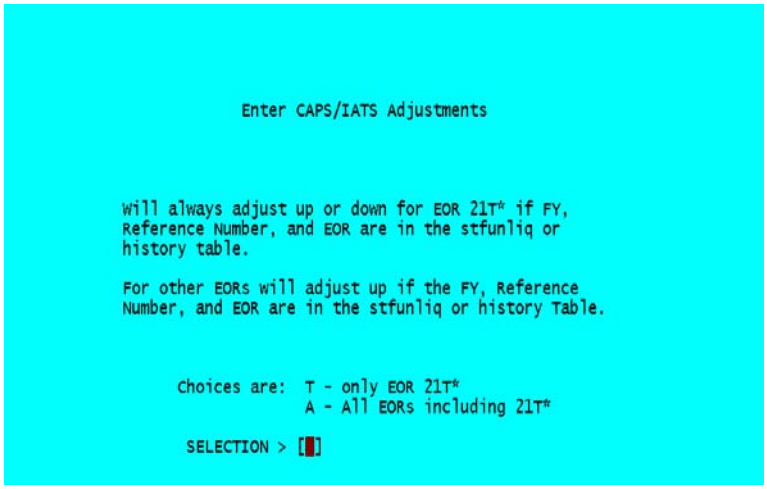



**Figure 11-29**

**11-22. Create CAPS/IATS Adjustments.** On this screen you will choose what type of adjustments to create. If the program finds the FY/EOR/Reference Number in History **or** the Unliquidated, an obligation adjustment will be created in the staging area for that disbursement. If the disbursement is for travel (21T1 or 21T2), the program will look at the existing obligation and create an adjustment up or down to match the disbursement. If the disbursement is for any EOR other than 21T1 or 21T2, the program will only create a positive obligation adjustment (adjust "up"). Your choices on this screen are **T** for EORs 21T1 or 21T2 or **A** for all EORs including 21T1 and 21T2. After you make your selection, press **<enter>**. No obligations will be created for EORs 41## or 46## or for AMSCO 99660000.

**11-23. Process Completion.** After the prevalidation program runs, you will be presented with a completion statement and file name. An example appears in the next figure.

## Completion Message

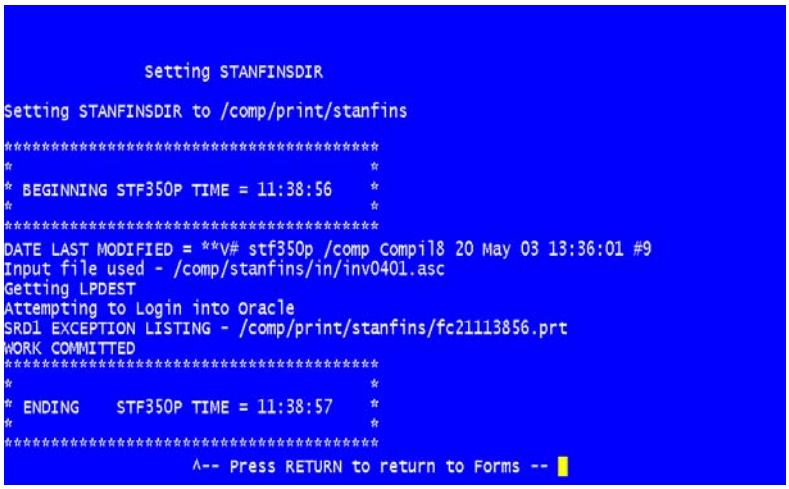



**Figure 11-30**

To access this report (STF350P), return to the STANFINS Main Menu and select option **9 Reports**. Then select **2 Print/View Reports**.

## Reports Screen

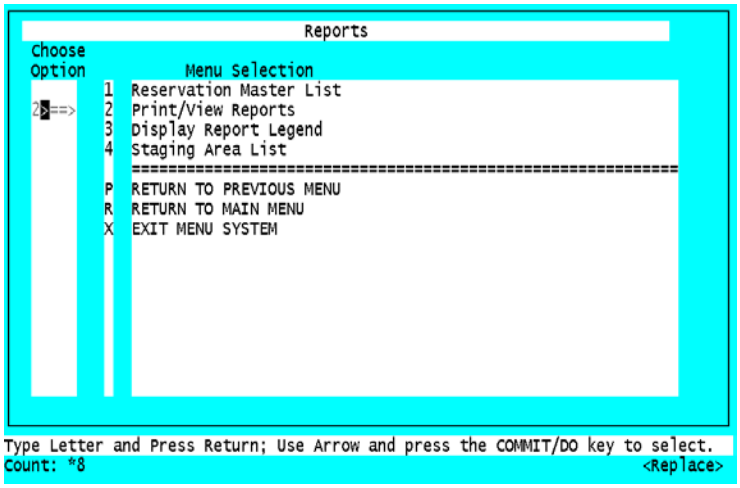



**Figure 11-31**

The report you created will have a prefix of "fc". It contains all CAPS/IATS records that require an obligation adjustment/obligation. Enter the sequence number of that report.

## Report Selection Screen

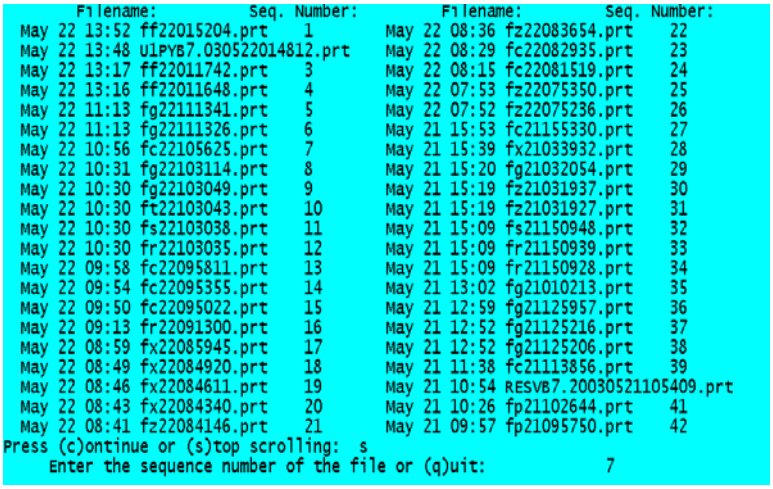



**Figure 11-32**

Enter **V** to view or **P** to print.

## View or Print

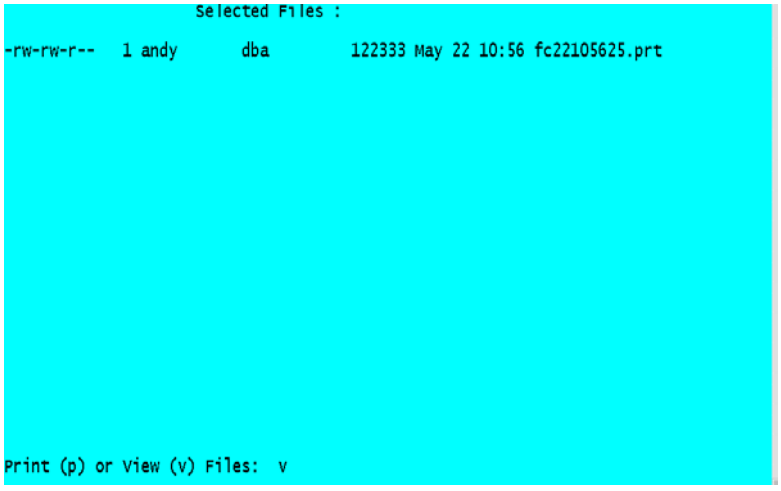



**Figure 11-33**

A sample page of the report appears at Figure 11-34 below.

## STANFINS CAPS/IATS Interface Report

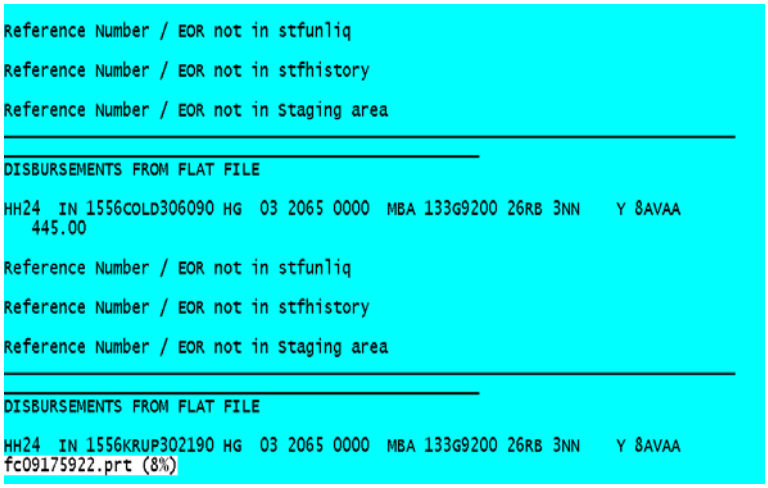



**Figure 11-34**

**11-24. CAPS/IATS Staging Area.** Once you have processed the SRD1 File, the Staging Areas for CAPS/IATS will be populated. They contain **only** adjustments for obligations that are in the STANFINS Unliquidated or History (see Paragraph 11-22).

**11-25. Edit Staging Area.** Before reviewing the records in the staging area, you should first edit them for errors. This editing process will separate out the errors so that you may view them on a separate menu selection. To perform the edit, first select **2 Staging Area** from the STANFINS Main Menu.

## STANFINS Main Menu Screen

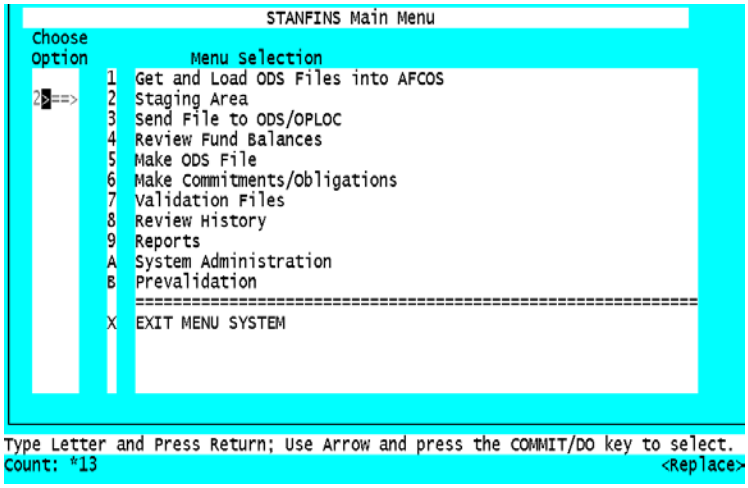



**Figure 11-25**

Then select option **3 Edit Staging Area** from the Staging Area Menu.

## Staging Area Screen

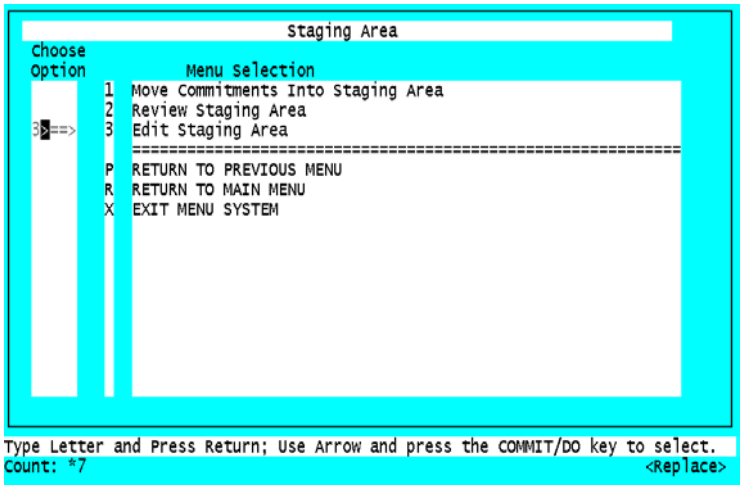



**Figure 11-36**

Enter **6 CAPS IATS** on the Staging Area Edit Screen.

## Staging Area Edit Screen

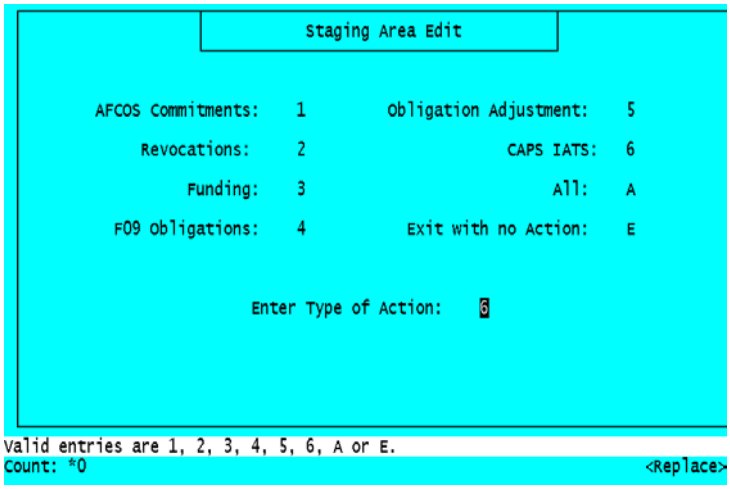



**Figure 11-37**

**11-26. Staging Area ERROR Maintenance (CAPS/IATS).** To begin working the file errors select **2, Staging Area** from the STANFINS Main Menu. Then select **2, Review Staging Area** from the Staging Area menu as seen in the next figure.

## Staging Area Menu

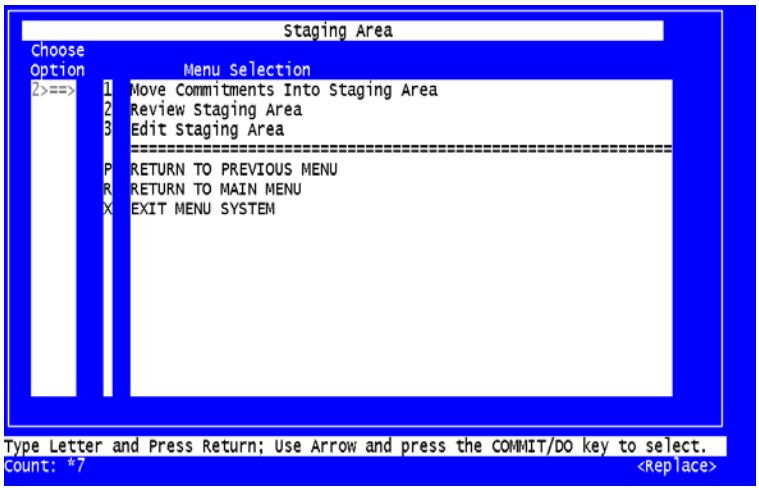



**Figure 11-38**

After selecting option 2 the maintenance screens will appear. To work only with the errors depress the "Page Down" key until the **Staging Area Error Maintenance (CAPS/IATS)** screen appears as shown in the following figure.

## Staging Area Error Maintenance (CAPS/IATS) Screen

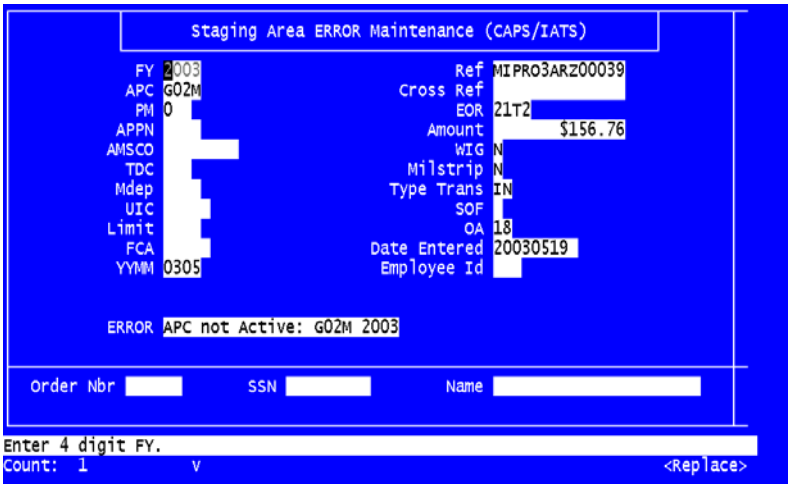



**Figure 11-39**

As you can see this record has an error of an inactive APC. You will either need to change the APC, establish the APC

or remove this obligation record. Otherwise the obligation will reject from STANFINS. You may navigate through the records by using the **Up** ↑ or **Down** ↓ Arrows. When you are finished working the records with errors, **Commit** your changes.

**11-27. Staging Area Maintenance (CAPS/IATS).** To work with all of the CAPS/IATS records in the Staging Area, "Page Down" until the next Staging Area Maintenance (CAPS/IATS) screen appears. (See figure below.)

## Staging Area Maintenance (CAPS/IATS) Screen

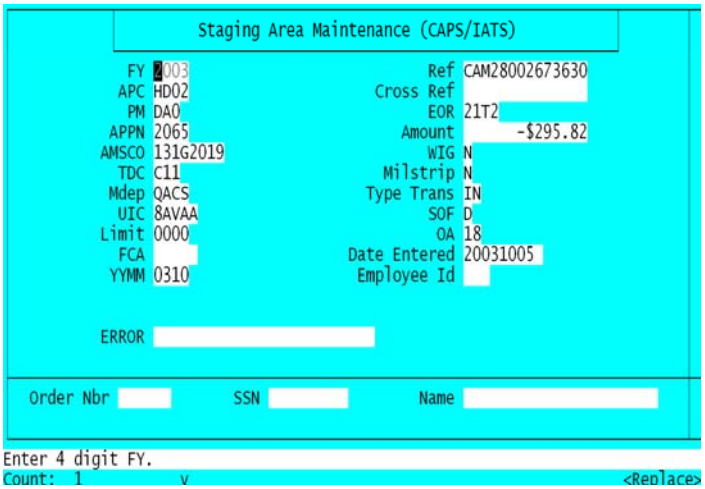



**Figure 11-40**

You may navigate through the records by using the **Up** ↑ or **Down** ↓ Arrows. Be sure to **Commit** any changes that you make.

**11-28. Make ODS File from CAPS/IATS Staging Area.** Once you have reviewed the obligation adjustments, the records must be written to a file for ODS. See Section 5 (Make and Send Files to ODS/STANFINS) for detailed instructions in this process.

**11-29. Staging Area Lists.** To access a report of the records in the CAPS/IATS Staging Areas, select option **9 Reports;** then select **4 Staging Area List.**

## Reports Menu Screen

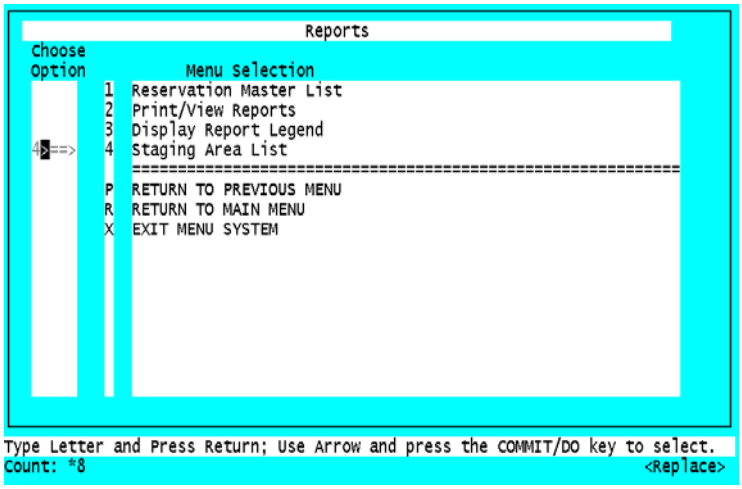



**Figure 11-41**

If you want a report of all records in the CAPS/IATS Staging Area, select **1 Staging Area Complete List.**

## Staging Area List Screen

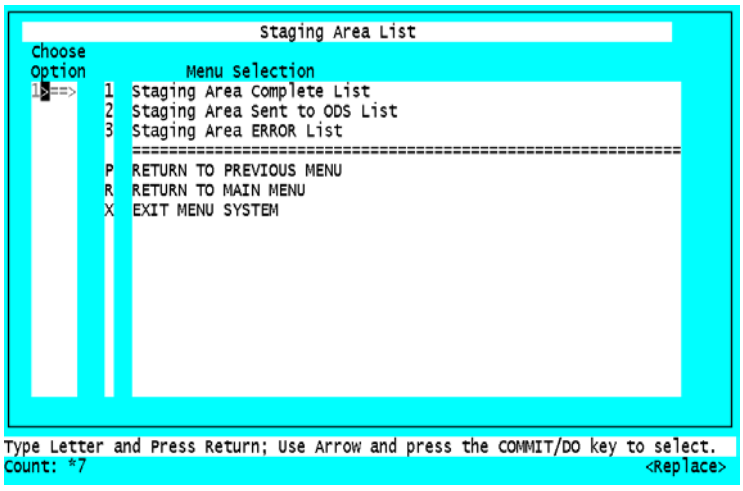



**Figure 11-42**

Then select **6 Staging Area (CAPS/IATS) List.**

## Staging Area Complete List Screen

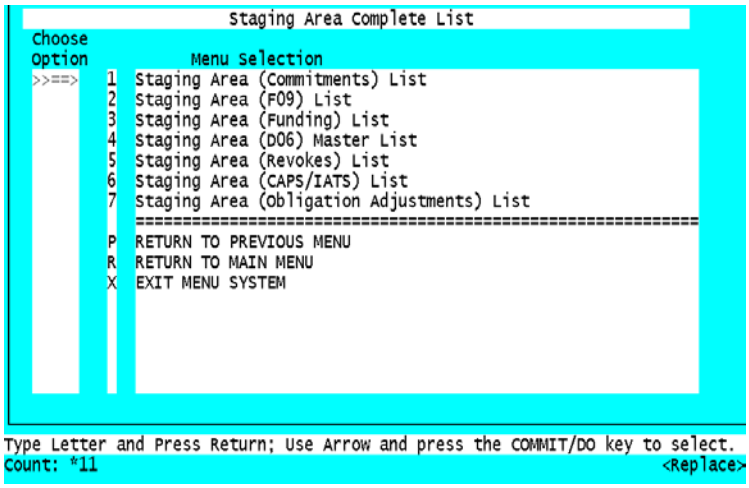



**Figure 11-43**

If you want a report of only the errors in the CAPS/IATS Staging Area, select **3 Staging Area ERROR List.**

## Staging Area List Screen

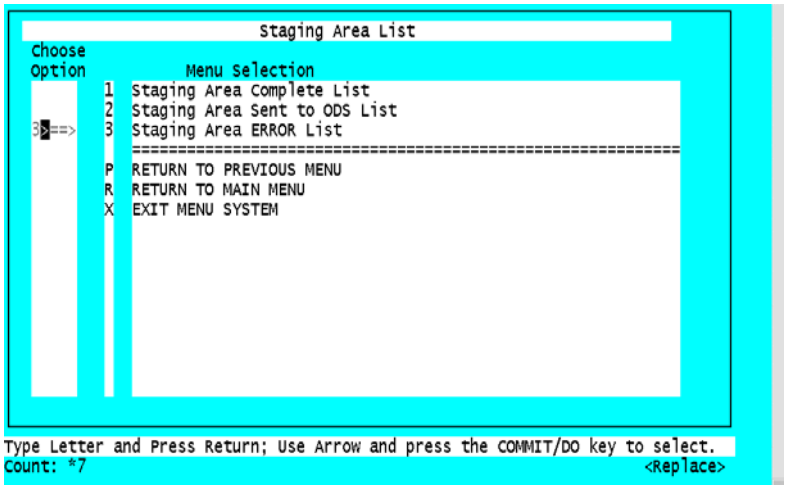



**Figure 11-44**

Then select **6 Staging Area (CAPS/IATS) ERROR List.**

## Staging Area ERROR List Screen

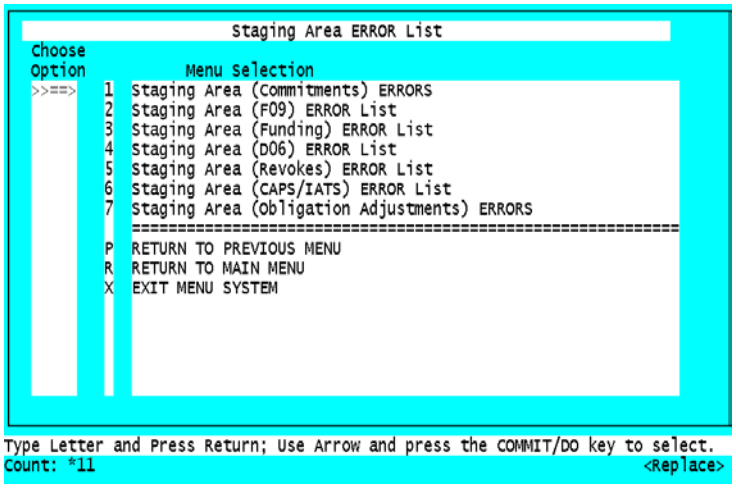



**Figure 11-45**

**11-30. Print/View Staging Area Lists.** To view or print a report of the complete list or the error list from the Staging Area for CAPS/IATS, select **9 Reports** from the STANFINS Main Menu. Then select **2 Print/View Reports.** These reports both have the prefix "fg". Type in the sequence number of the report you want; press enter; then type **p** to print or **v** to view the report on your screen. A sample of a page from the Staging Area (CAPS/IATS) List appears below.

## Sample Staging Area (CAPS/IATS) List Report

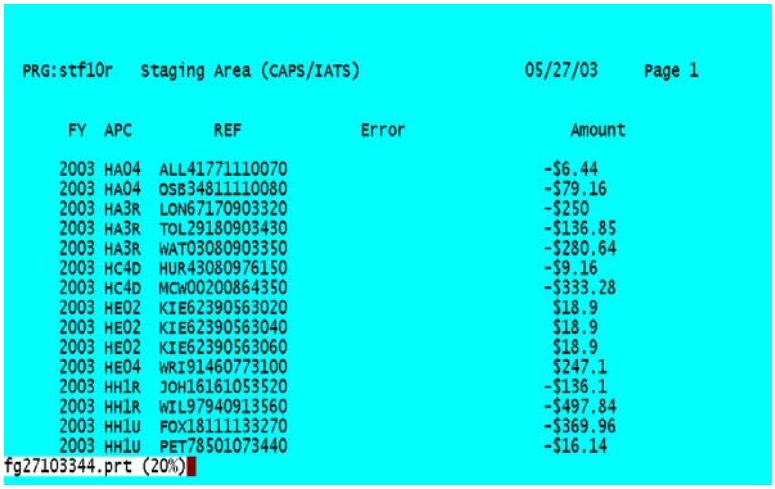



**Figure 11-46**

# SECTION 12
# PROCESS F09

Unlike the other transactions coming out of AFCOS/STANFINS, the F09 are still processed through SABERS initially. After SABERS enters and validates the data, these transactions are written to the stfF09 table and are accessible through the staging area just like the other transactions. It is pretty much transparent to the user.

# SECTION 13

# REPORTS

**13-1. AFCOS Reports.** All reports produced by AFCOS are written to the /comp/stanfins/print directory. Each report is identified with a two-character identifier followed by the date and time the report was produced in format DDHHMM followed by a file extension of .prt. For example, report fa021439.prt identifies the "AFCOS APC Master Edit Report" (prefix fa) that was produced at 1439 on the 2d of the month.

**13-2. Identifying AFCOS Report Prefixes.** Each report produced has its own unique identifier. To view all prefixes and their titles, select **9 Reports** from the STANFINS Main Menu. Screen at figure 13-1 will appear.

**Reports Menu Screen**

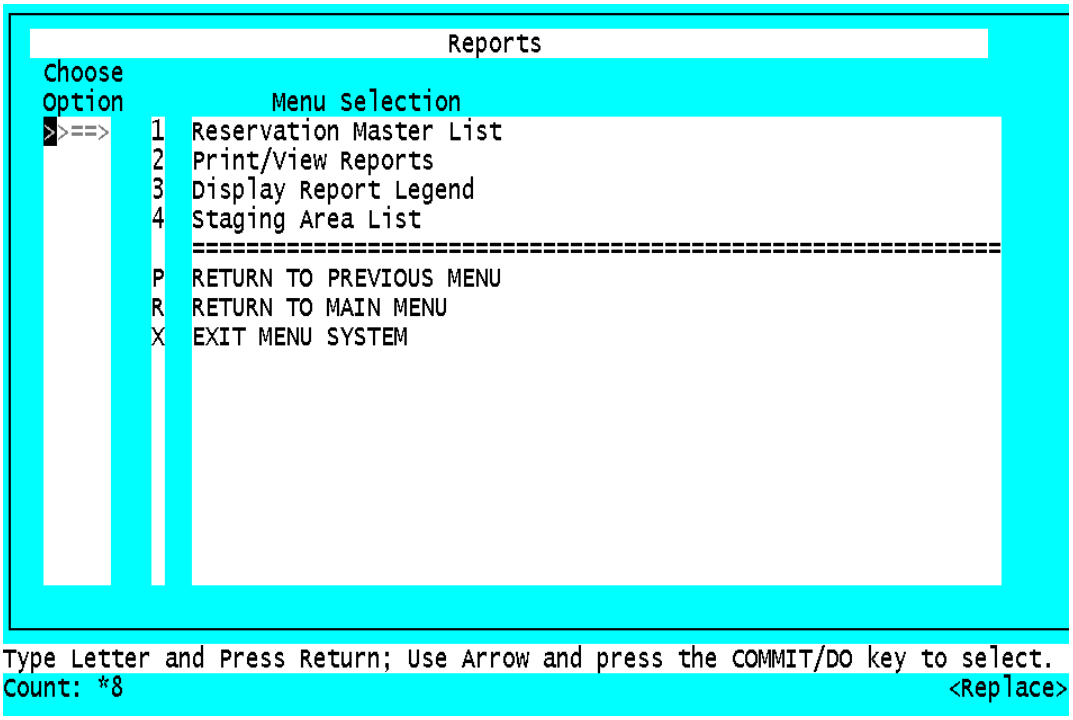



**Figure 13-1**

Then select **3 Display Report Legend.** Figure 13-2 will appear.

## Report Help Screen

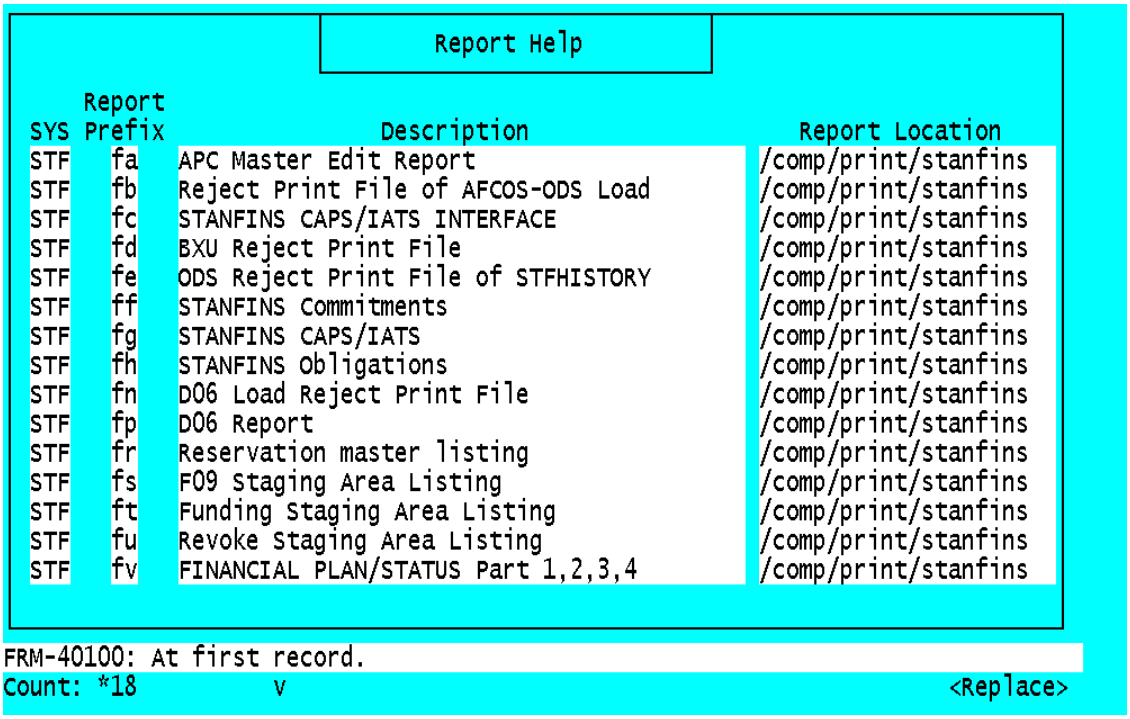



**Figure 13-2**

For example, prefix "fc" identifies the report as an "STANFINS CAPS/IATS INTERFACE". Use the down arrow ↓ to see more report names.

**13-3. Create a Print File.** Before you can print or view a file, you must first create it. There are two menu options on the Reports Menu Screen for creating print files: **1 Reservation Master List** and **4 Staging Area List.**

**13-4. Reservation Master List.** Select **1 Reservation Master List** if you want a report of all commitments in the reservation master list. A report will be created with a "**fr**" prefix.

**13-5. Staging Area List.** Select **4 Staging Area List** from

the Reports Menu Screen if you want to create a report from a staging area. Screen in Figure 13-3 will appear.

## Staging Area List Screen

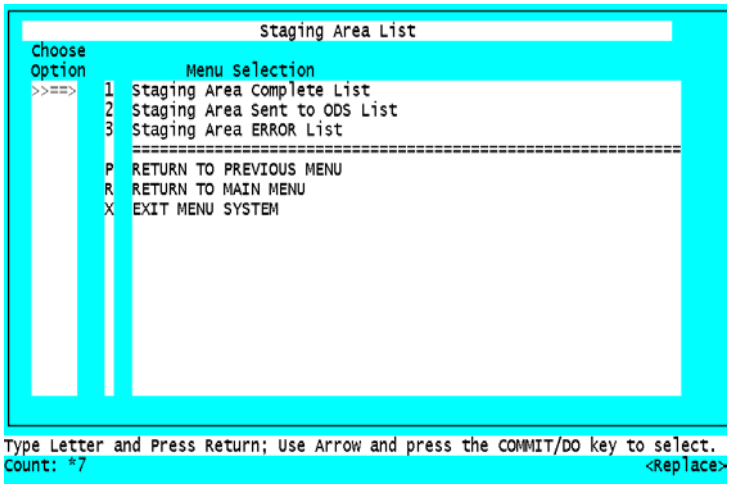



**Figure 13-3**

From this menu, you may choose either a report of all records in a staging area (**1 Staging Area Complete List)** or a report of only error records in a staging area (**3 Staging Area ERROR List)**

**13-6. Staging Area Complete List.** To create a report of all records in a staging area select **1 Staging Area Complete List.** You will be presented with another menu containing all the staging areas. Simply select the number of the report you want to view or print.

## Staging Area Complete List Screen

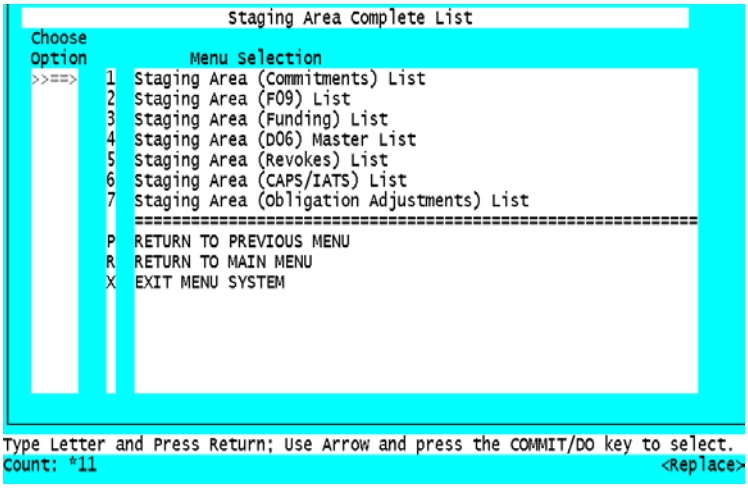



**Figure 13-4**

**13-7. Staging Area ERROR List.** To create a report of error records in a staging area select **3 Staging Area ERROR List.** You will be presented with another menu containing all the error staging areas. Simply select the number of the report you want to view or print.

## Staging Area ERROR List Screen

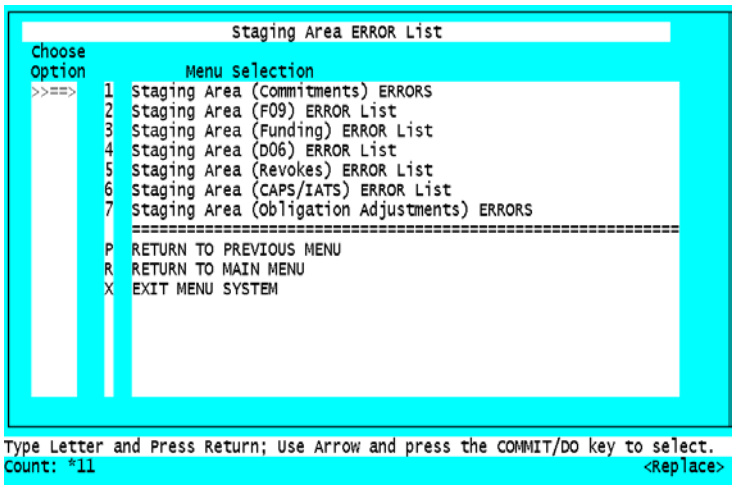



**Figure 13-5**

Once you have created your file, refer to the Report Legend in Figure 13-2, the Report Help screen, for the correct prefix to your report. For example, the Staging Area (F09) Error List will be a report prefixed with "**fs.**"

**13-8. Print or View an AFCOS Print File.** Each print file that is created can be printed or viewed. To review a list of current print files that can be printed or viewed, select **9 Reports, 2 Print/View Reports.** Screen at figure 13-6 will appear.

## Print Files Screen

```
      Filename:          Seq. Number:        Filename:          Seq. Number:
 Oct  5 16:30 fb05163005.prt    1       Oct  2 21:01 resvB7.2003100209022.prt
 Oct  5 16:23 fb05162346.prt    2       Oct  2 20:55 resvB7.2003100208523.prt
 Oct  5 16:16 fb05161647.prt    3       Oct  2 20:01 fc02200105.prt    24
 Oct  5 16:13 fa051610.prt      4       Oct  2 19:55 fc02195532.prt    25
 Oct  5 15:59 fb05155736.prt    5       Oct  2 14:37 fa021436.prt      26
 Oct  5 15:43 fd051543.prt      6       Oct  2 11:55 fa021154.prt      27
 Oct  5 14:44 fc05144429.prt    7       Oct  2 11:38 fa021138.prt      28
 Oct  5 14:41 fc05143923.prt    8       Oct  2 08:42 stf205408.prt     29
 Oct  5 14:13 fe051411.prt      9       Oct  2 08:41 stf205405.prt     30
 Oct  3 15:14 fp03031429.prt    10      Oct  2 08:39 stf205332.prt     31
 Oct  3 14:33 resvD1.2003100302311.prt  Oct  2 08:39 stf205356.prt     32
 Oct  3 14:19 fa031419.prt      12      Oct  2 08:37 stf205317.prt     33
 Oct  3 14:05 fd031405.prt      13      Oct  2 08:36 stf205344.prt     34
 Oct  3 14:05 fe031405.prt      14      Oct  1 14:13 stf205118.prt     35
 Oct  3 14:05 fa031405.prt      15      Oct  1 14:13 stf205137.prt     36
 Oct  3 11:47 fg03114721.prt    16      Oct  1 14:09 stf205002.prt     37
 Oct  3 11:46 fr03114624.prt    17      Oct  1 14:08 stf205056.prt     38
 Oct  3 11:19 resvD1.2003100311118.prt  Oct  1 14:07 stf205029.prt     39
 Oct  3 09:33 fa030933.prt      19      Oct  1 14:05 stf205023.prt     40
 Oct  3 08:59 stf205522.prt     20      Oct  1 14:05 stf205046.prt     41
 Oct  2 21:01 resvB7.2003100209021.prt  Oct  1 14:03 stf205019.prt     42
Press (c)ontinue or (s)top scrolling:
```

**Figure 13-6**

**13-9. Print or View an AFCOS File with Option "P".** If you choose "P" to print, you will be asked if you want to print to the default printer. The default printer is set by the DPI in your UNIX profile, so if the reports are not printing where you want them to print, contact your DPI and have your LPDEST parameter changed in your profile.

**13-10. Print or View an AFCOS File with Option "V".** To view the file, enter "V". Once entered, the screen will fill with the printed report. At the bottom left corner of the screen you will see a display percent. The percent indicates how much of the report has been displayed. Below are the basic commands you need to be aware of to view a report on the screen.

**RETURN** - To move the report up the screen one line at a time, press the **RETURN** key.

**SPACE** - To move the report up the screen one page at a time, press **the SPACE BAR.**

**CNTL C** - To exit the view, press the **CNTL C** keys together.

**13-11. Backup Retention of Print Files.** USPFO Data Processing has been instructed to keep print files (.prt) a minimum of seven days.

# SECTION 14

# REVIEW FUND BALANCES

**14-1. Review Fund Balances.** This option provides an "On-Line Fund Status" (MONEY, MONEY, MONEY) for detail and Roll-UP AMSCOS, a printable fund balance at the summary and detail levels, a copy of commitments, obligations, etc (Stf205P). It also can generate copies of the transaction ledger and the unliquidated (Stf205P). The last option gives the Financial Plan Status Report (Stf91P). This option produces four separate reports that have different status criteria.

**14-2. Review Fund Balances Menu.** From the STANFINS Main Menu select Option **4 Review Fund Balances.**

## STANFINS Main Menu Screen

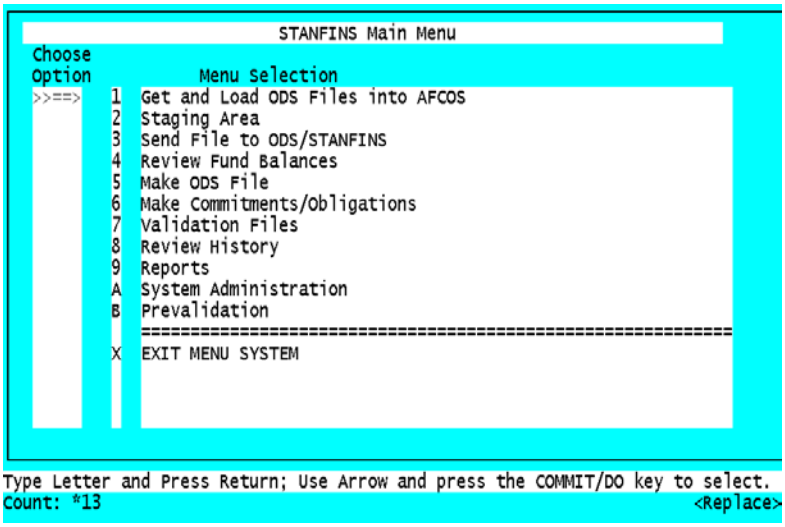



**Figure 14-1**

**14-3. Review Fund Balance.** After entering the main module

the user will be given the three choices already explained. Figure 14-2 shows these options.

## Review Fund Balances Screen

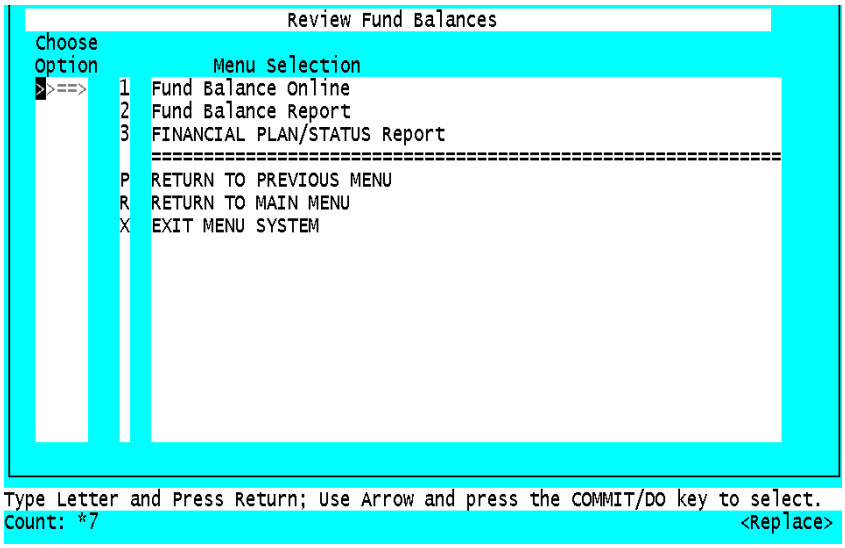



**Figure 14-2**

**14-4. Fund Balance Online.** The first option is "Fund Balance Online". This screen is just like the AFCOS version that gives details such as obligations, reservations, AFP, Allotment, Program Manager (PM) Appropriation, etc. It shows PM summary, detail and rollup accounts. A print of the screen appears in Figure 14-3. The user can execute a query by using the **ESC S and ESC F keys.** Both a query on a known value or a general query can be performed. The user may access more records by using the **UP↑ and Down↓ Arrows.** A snapshot of a query showing a detail AMSCO appears in Figure 14-3.

## MONEY, MONEY, MONEY Screen

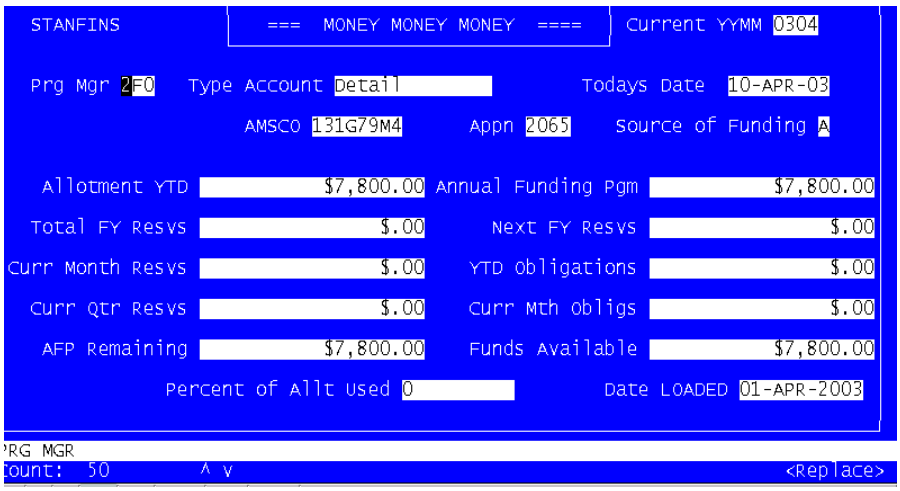



**Figure 14-3**

**14-5. Fund Balance Report.** This option (2) allows the user to generate several different reports that detail transactions from commitments to the unliquidated. Some reports give detail and others give summary. To access this module select option **2 Fund Balance Report** from the "Review Fund Balances" menu. A screen prompting for the two position FY will appear as depicted in Figure 14-4 below.

## AFCOS Fund Management Tools Screen

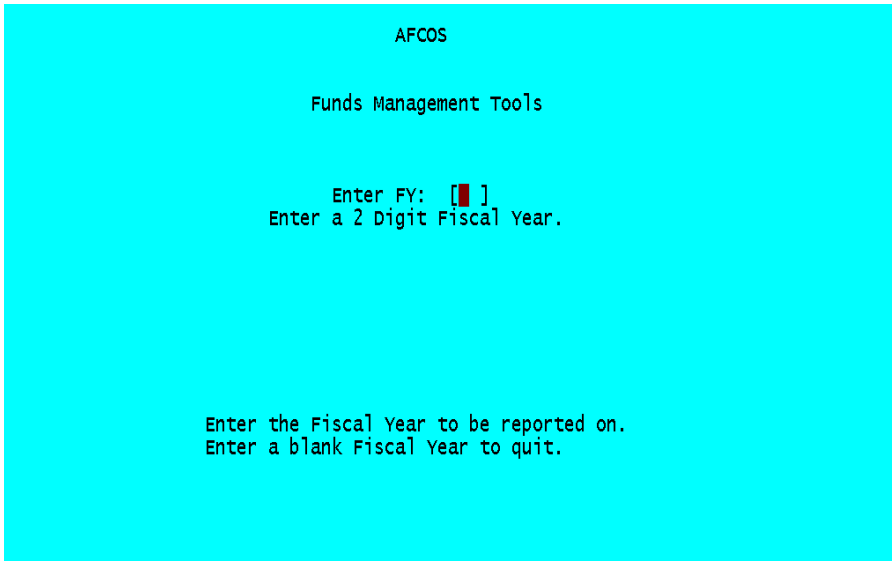



**Figure 14-4**

Once the FY is entered, depress the **<enter>** key. You will then be given a second prompt screen asking for the three position Program Manager Code. Even though STANFINS operates with two position, a three position must be entered with the last always being '0'. The other option is to enter an uppercase 'ALL' to select every PM code within your structure. Figure 14-5 depicts this screen.

## AFCOS Fund Management Tools Screen

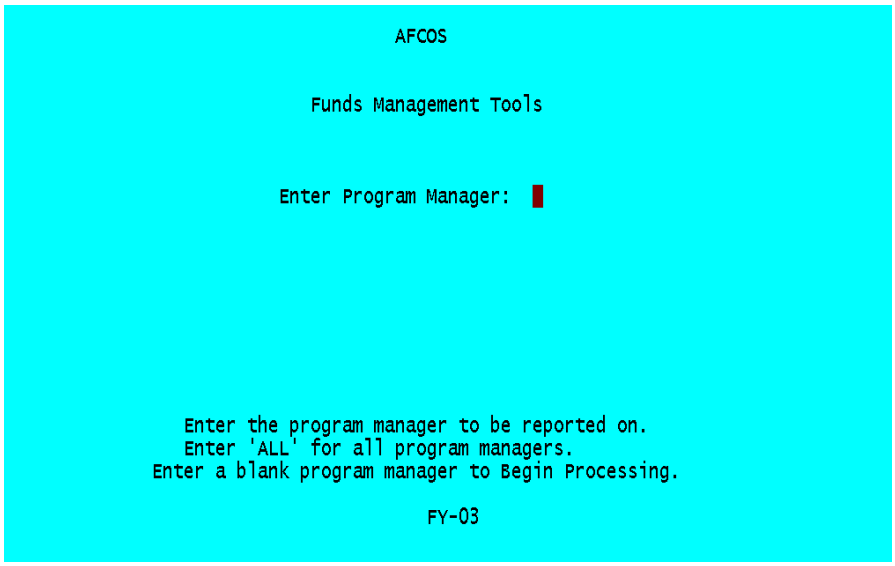



**Figure 14-5**

Again after selecting your PM code, depress the **<enter>** key. The last selection screen will display the eight report options that you can choose from as depicted in Figure 14-6.

## AFCOS Fund Management Tools Screen

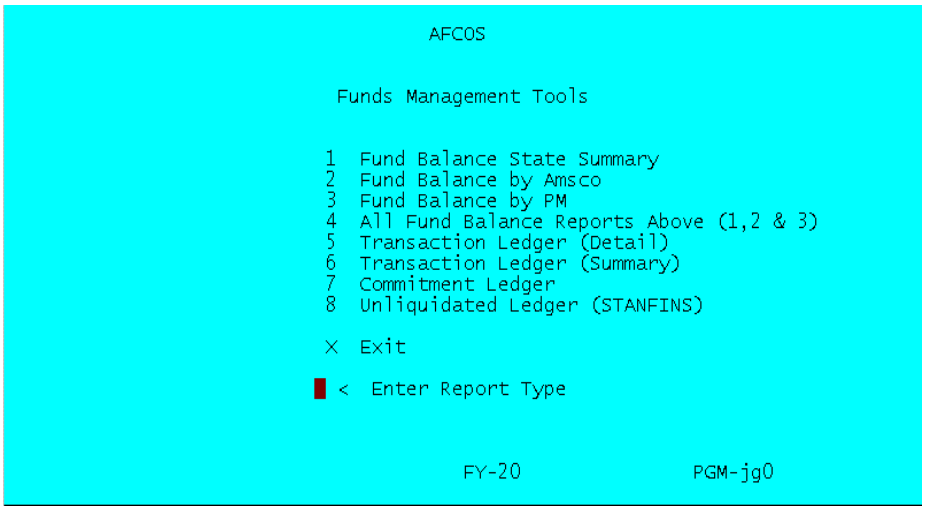



**Figure 14-6**

As you can see there are eight different options to pick from depending on the detail and type of information desired. To produce the report, simply type the report number in the "Enter Report Type" block and depress the **<enter>** key. The user will then be flashed back to the PM screen as shown in Figure 14-7.

## AFCOS Fund Management Tools Screen

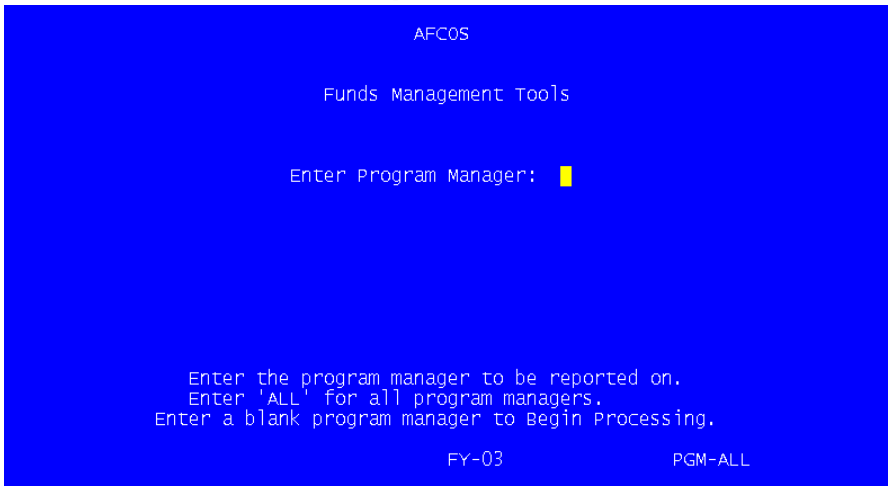



**Figure 14-7**

The program automatically sends the user back to the PM screen in case more than one PM report is desired. The user can enter up to five hundred PM codes (Although that sounds rather unrealistic; use ALL). If no other PMs are desired, simply depress the **<enter>** key and Figure 14-8 will appear.

**AFCOS Funds Management Tools**
**Unliquidated Ledger**

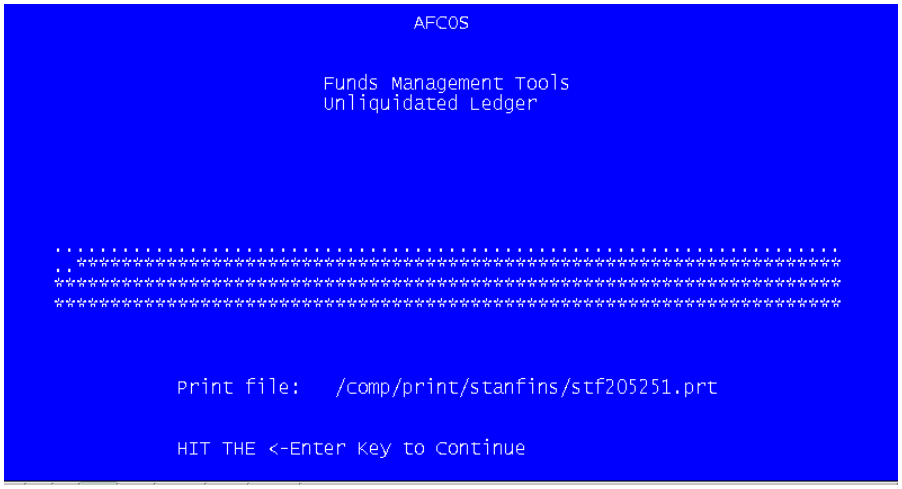



**Figure 14-8**

The report runs fairly quickly and upon completion will designate the file that is produced. In this case it is **"stf205251.prt"**. The file can be viewed or printed by accessing through Option **9 Reports** on the main menu.

**14-6. Financial Plan/Status Report.** The final option in this module is the "Financial Plan/Status Report". It is known as the stf91p. It is designed to look like and replace the FIS91p that was produced in SABERS. You may access this report through option 3 within the Review Fund Balances menu. After selecting the option, the report will automatically start compiling data from obligations, reservations and funding. It comes in four parts depending on the program element and detail desired. Figure 14-9 is a snapshot of the program running and the completion message.

# Financial Plan/Status Report Running Screen

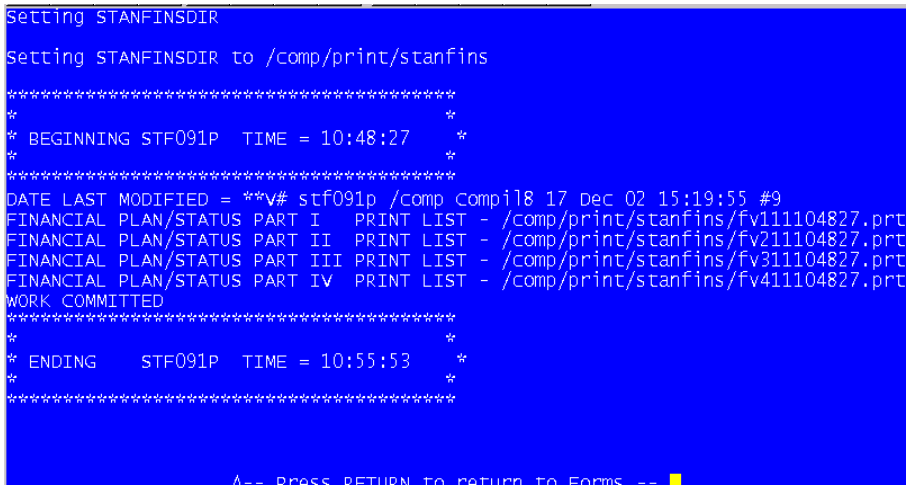



**Figure 14-9**

As with the other printable reports, the screen alerts you to the part number and file name of the report. It can be retrieved through Option **9 Reports** on the STANFINS Main Menu. There are four parts to this report as you can see from figure 14-9. The following is a description of the parts and the data contained on them:

**PART I –** shows Annual Funding, Qtrly Allotment, Total Reservations, Current Qtr Reservations, Inception to Date Obligations, and Current Month Obligations. These figures are shown at the 3 position Roll-Up level.

**PART II –** shows Annual Funding, Qtrly Allotment, Total Reservations, Current Qtr Reservations, Inception to Date Obligations, and Current Month Obligations. These figures are shown at the Program Manager/AMSCO total as well as at the SAG and Appropriation total.

**PART III –** shows Annual Funding, Qtrly Allotment, Total Reservations, Current Qtr Reservations, Inception to Date Obligations, and Current Month Obligations. This part shows the information broken out with one PM per page and with the AMSCO and Account Title.

**PART IV –** shows Account, MDEP, Qtrly Allotment, Total Reservations, Current Qtr Reservations, and Inception to date Obligations.

# APPENDIX A

# REGIONAL APC STATE IDENTIFIERS

**OPLOC Indy (DPI 37)**

| State | APC ID |
|---|---|
| AR | A/B |
| IA | C/D |
| IL | E/F |
| IN | H/K |
| KS | L/M |
| LA | N/P |
| MN | Q/R |
| MO | S/T |
| ND | U/V |
| NE | W/X |
| SD | Y/Z |
| TX | 1/2 |
| WI | 3/4 |

**OPLOC Lawton (DPI 45)**

| State | APC ID |
|---|---|
| AZ | C/D |
| CO | H/K |
| ID | N/P |
| MT | S/T |
| NM | U/V |
| OK | Y/Z |
| UT | 3/4 |
| WY | 7/8 |

**OPLOC Lawton – Pacific (DPI 49)**

| State | APC ID |
|---|---|
| AK | A/B |
| CA | E/F |
| GU | L/M |
| HI | Q/R |
| NV | W/X |
| OR | 1/2 |
| WA | 5/6 |

# APPENDIX A

## REGIONAL APC STATE IDENTIFIERS

(Continued)

**OPLOC Orlando (DPI 44)**

| State | APC ID |
|---|---|
| AL | A/B |
| FL | C/D |
| GA | E/F |
| KY | K/Y |
| MS | L/M |
| NC | N/P |
| PR | Q/R |
| SC | S/T |
| TN | U/V |
| VI | W/X |

**OPLOC Rome (DPI 38)**

| State | APC ID |
|---|---|
| CT | A/B |
| DC | C/D |
| DE | E/F |
| MA | H/K |
| MD | L/M |
| ME | N/P |
| MI | Q/R |
| NH | S/T |
| NJ | U/V |
| NY | W/X |
| OH | Y/Z |
| PA | 1/2 |
| RI | 3/4 |
| VA | 5/6 |
| VT | 7/8 |
| WV | 9/0 |

# APPENDIX B

## TIPS

1. Review the AFCOS procedure to view reports online. At a minimum, you need to know how to move the report up one line (**return**), up one page (space), and to cancel the view.

2. You must have FTP access for your ODS user ID and password.

3. Press **Ctrl b** to view forms behind the form on your screen.

4. You must learn how to perform queries, remove records, insert records, update records, and commit records.

5. You must know the key(s) to perform queries, remove records, insert records, and commit records.

6. Change the date prompt as soon as EOM is completed.

7. If you create a file from the staging area, send the file to ODS immediately.

8. If the APC / TDC is not loaded in STANFINS, it cannot be used in AFCOS. React quickly to AFCOS problems.

9. Only one person should be maintaining APCs.

10. Send data to ODS as soon as it is ready. Don't wait until a cutoff is near. You may have a connection problem that will prevent you from sending if you wait.

11. When you are making mass changes to APCs, remember that all records in the M2 M3 Maintenance screen will be processed. Ensure you delete the records that do not change.

12. Press **Ctrl c** to kill a UNIX process i.e. creating reports.

# APPENDIX C

## DAILY ACTIVITIES

1. Get and load ODS files (Section 4) daily. When in doubt, pull and load the files.

2. Review the APC errors each day.

3. Review these OLRV Reports Daily: AVK003 – Master Update List, AVK006 – Master Update Error Report, and AVK018 – Daily Preliminary Balance Report.

4. dARS is a PC based program used to process disbursement bridge files for STANFINS. STANFINS data files must be loaded to dARS on a daily basis to ensure current data is used when processing disbursement bridge files and adjustments. The LXG – Non Stock Fund Payables (Unliquidated) and AXW – APC Master file must be downloaded via FTP from the CORP1 server and loaded to DARS in accordance with the dARS User Guidance.

5. The Supervisor or Accountant will pull the STANFINS and SABERS disbursing bridge files on a daily basis.

# APPENDIX D

# REIMBURSABLES.

**D-1. Definition of Terms Associated with the Reimbursable Process.** The following list defines most of the common terms used throughout this section associated with reimbursable orders. It is important to review and understand these terms before proceeding.

- **MIPR** – DD Form 448, Military InterDepartmental Purchase Request. Commonly used by a Department Of Defense (DOD) or non-DOD Federal agency to request goods or services from another DOD or non-DOD Federal agency on a reimbursable basis.

- **Customer** – The customer is the DOD or non-DOD Federal agency that requests goods or services.

- **Supplier** – The supplier is the DOD or non-DOD Federal agency that performs the service or supplies the goods to the customer.

- **Customer's APC** – The customer's Accounting Processing Code (APC) is taken from the Line of Accounting (LOA) located on the MIPR. Use this APC to process the disbursement. Use a TFO APC for TFO/AMC customers.

- **Funding** – This is the first stage of the reimbursable accounting process. Funding is the receipt of authority, via the Funding Authorization Document (FAD), to sell goods or services on a reimbursable basis.

- **Orders Received** – This is the second stage of the reimbursable accounting process. It consists of a request from a DOD or non-DOD Federal agency for goods and/or services, via a MIPR, and the agreement of a second DOD or non-DOD Federal agency to provide those goods and/or services.

- **Earned Reimbursement** – This is the third stage in the reimbursable accounting process. It occurs after the supplier provides the goods and/or services.

- **Collection** – This is the last stage in the four stages of the reimbursable accounting process. The supplier collects the amount owed by the customer for goods and/or services using a designated process (ODS, IPAC, or SRD1).

- **Reimbursable Funding** – A Funding Authority granted on the FAD to support non-mission related expenditures of goods and/or services provided to other DOD or non-DOD agencies. It is identified as either the Funded Reimbursement Authority (FRA) or the Automatic Reimbursement Authority (ARA).

- **FAC** – Fiscal Action Code – a code assigned to APCs. Specific processing codes are used in the reimbursable accounting process.

- **Collection APC (FAC 0)** – The State creates the FAC "0" APC. This APC is not tied to a specific customer number but is tied to a specific accounting classification and only has to be created once per SAG. It is used for collections only.

- **Automatic APC (FAC 8)** – The State creates the FAC "8" APC, which is used to establish the MIPR in STANFINS. This APC is unique to the customer number and is created once a customer number has been established.

- **Direct (FAC 3)** – The State creates the FAC "3" APC. This APC is not tied to a specific customer number, but rather to a specific accounting classification and is only created once. (This APC more than likely already exists in the State's APC Master Table.)

- **Customer Number** – The customer number is a unique six-digit alphanumeric code developed to identify a specific customer (ex. 6H1023). If a MIPR has more than one accounting classification, a customer number must be created for each individual accounting line.

- **Type/Action (T/A) Code** – A two-character code that tells the system what kind of accounting transaction is involved.

- **Mode Function (M/F) Code –** A two-character code that tells the system what kind of transaction is being input.

- **Y1 thru Y3** – Type actions used to establish customer numbers in STANFINS. For example, the Y1 screen includes customer address (beginning); Y2 includes customer address (continuation); and Y3 includes the accounting classification.

**D-2. Assigning A Customer Number.** The customer number is described in Table D-1. STANFINS creates a SF1080 bill predicated on the first three positions of the customer number. STANFINS assigns the name and address of the customer appearing on the SF1080 bill based on the customer number assigned.

**Description of Customer Number**

| POSITION | | DESCRIPTION |
|---|---|---|
| 1ST | | 5, 6, or 7 |
| 2nd | | The First Character of the Performer's APCs |
| 3rd-5th | | May be alpha or numeric |
| 6th | | The Fiscal Year |

**Table D-1**

Accounting keeps a customer number log in order to prevent duplication of a customer number. This log can be modified to fit the needs of the accounting office assigning the customer numbers. The below figure is a sample of a customer number log.

# Sample Customer Number Log

| CUSTOMER NUMBER (DESCRIPTION) | DATE | MIPR NUMBER AND CUSTOMER | CUST # | FAC 8 EST | EARNED | BILLED | CLOSED | FAC 8 APC | TECH INIT |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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**Figure D-1**

**D-3. Establish a Customer Number.** At the desktop shortcut click on 'DynaComm Rock Island'. At the DynaComm/Elite screen, type in the 2-character code for your site and <**Enter**> twice. See Figure D-2.

## DynaComm Screen

```
  USE OF THIS OR ANY OTHER DEPARTMENT OF DEFENSE INTEREST COMPUTER SYSTEM
(DODICS) CONSTITUTES YOUR CONSENT TO MONITORING BY DOD AUTHORIZED PERSONNEL
 FOR COMPUTER SECURITY AND SYSTEM MANAGEMENT PURPOSES. THIS DODICS AND ALL
 RELATED EQUIPMENT ARE TO BE USED FOR THE COMMUNICATIONS, TRANSMISSION,
 PROCESSING, MANIPULATION, AND STORAGE OF OFFICIAL U.S. GOVERNMENT OR OTHER
 AUTHORIZED INFORMATION ONLY. UNAUTHORIZED USE OF THIS COMPUTER MAY SUBJECT
 YOU TO CRIMINAL PROSECUTION AND PENALTIES.


   SB - QUANTICO      SD - DITCO         SE - OKINAWA       SF - KANSAS CITY
   SG - LEJEUNE       SH - PENDLETON     SI - ALBANY        SK - ASIMS-S
   SL - ASIMS-E       SM - ASIMS-W       SO - ARDEC         SP - ARL
   SQ - ASIMS-C       SR - OSC-S/DFAS    ST - AMCOM/SBCCOM  SU - OSC-R
   SV - RIA           SW - FAR EAST      SX - TEAD          SY - TACOM
   QA - SSO DAYTON    QC - ASIMS-T       QD - ASIMS-H       QE - ANAD
   QF - CCAD          QG - RRAD          QH - CECOM         QI - LEAD
   QJ - TYAD          QK - LOGSA         QL - AMCOM-M       QR - NAMI
    X - SNI MENU

       HELPDESK DSN: 490-0000  COMM: 314-260-0000
                             TOLL FREE: 800-645-5032


                    ENTER SELECTION => __
```

**Figure D-2**

At the DISA Screen, hit **<enter>**. See Figure D-3.

## DISA Screen

```
              DDDDDDD     IIIIII     SSSSS      AAAA
             DDD   DDD     III      SS    S    AA  A
            DDD    DDD    III       SSS      AAAAAA
           DDD    DDD    III     SS    SS    AA    A
          DDDDDDDDD   IIIIIII     SSSSS     AA     A

                   DISA SYSTEM ST. LOUIS, MO


  Use of this or any other DEPARTMENT OF DEFENSE interest computer
 system (DODICS) constitutes your consent to monitoring, for the purpose
of system management and security, by authorize DoD personnel. This
 DODICS and all related equipment are to be used for communication,
 transmission, processing, manipulation and storage of official U.S.
Government or other authorized information only.  UNAUTHORIZED USE OF
 THIS COMPUTER MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.
                    PRESS 'ENTER' TO CONTINUE.
```

**Figure D-3**

Enter your user I.D., password, and account information <**Enter**>. Tab to VC1P4 CICS Region P4__<**Enter**>. (This site may not be the same for all states.)

## Entry Validation Screen

```
KLGLGON1 _____________          Entry Validation
Date: 08/25/03                                          System: 2396
Time: 11:19:31                                          Device: VRIT0452

            Identification:
               Userid.......____________________
               Password.....____________________
               Acct......   ____________________

            Additional Information:
                  Group.....             Proc......
                  Change Password ?  N (Y or N)



 Bulletins:             ATTENTION INTERNET USERS:

            DOD PLANS TO BLOCK SOME COMMON PORTS BETWEEN THE
            INTERNET AND NIPRNET. PLEASE CONTACT YOUR PARENT
            ORGANIZATION OR SEND EMAIL REQUESTING INFO TO:
            DODBLOCKS@STL.DISA.MIL
 ENTER USERID
  Enter  F1=Help  F3=Exit
```

**Figure D-4**

At the 'CL/SUPERSESSION Main Menu' screen, tab (or arrow) down to VCIP4 (TAPS-2 STANFINS) and <Enter>. See Figure D-5.

## CL/SUPERSESSION Main Menu

```
      Actions  Options  Commands  Features  Help
_____________________________________________________________________________
KLSVSEL1                CL/SUPERSESSION Main Menu              More:

Select sessions with a "/" or an action code.

   Session ID  Description                        Type     Status
   ----------  --------------------------------  -------- ------------
   AASAROP2    ROSCOE                            Multi
   VCIPA       ASIMS-HV AAI                PA    Multi
   VCIP1       PROD/SCIPMIS/VICTOR/MORN    P1    Multi
   VCIP4       TAPS-2 STANFINS             P4    Multi
   AAI         CICS/AAI                          Pass
   CIP4        TAPS-2 STANFINS             P4    Pass
   DQRY        PROD/SCIPMIS/VICTOR/MORN    P1    Pass
   ROS2        ROSCOE                            Pass




Command ===>                                                  2396/VRIT0319
Enter  F1=Help  F3=Exit  F5=Refresh  F9=Retrieve  F10=Action
```

**Figure D-5**

At the next screen, hit the Pause/Break key. See Figure D-6.

## Entry Screen

```
ACF01137 F00544 LAST SYSTEM ACCESS 11.23-08/25/03 FROM VRIT0319
ACFAE139 ACF2/CICS 0019 Signon OK: User=F01544 NAME=SCHAFRIK, CHRISTINE
```

**Figure D-6**

At the 'TAPSTS SIGNON' screen, enter your TAPS Operator Number and security password and <Enter>. See Figure D-7. NOTE: DO NOT TAB from the operator number to the password; you will automatically move from one to the other.

## TAPSTS SIGNON SCREEN

```
**********************************************************
*       T A P S T S   S I G N O N   S C R E E N          *
*       -----------   -----------   -----------          *
*                STANFINS RELEASE 4926A                  *
*     ASIMS HUNTSVILLE AASACIP4 PRODUCTION REGION        *
**********************************************************


        ENTER YOUR OPERATOR NUMBER:  __________

      ENTER YOUR SECURITY PASSWORD:  __________


                          ACTION
```

**Figure D-7**

At the 'TAPSTS APPLICATION' screen, enter your 40 and <Enter>. See Figure D-8.

## TAPSTS APPLICATION SCREEN

```
**********************************************************
*  T A P S T S   A P P L I C A T I O N   S C R E E N   *
*  -----------   --------------------   -----------   *
*                STANFINS RELEASE 4926A                *
*     ASIMS HUNTSVILLE AQDCIP04 PRODUCTION REGION      *
**********************************************************


                        40 - STANFINS DE


                    PLEASE ENTER THE NUMBER OF
                    THE SYSTEM YOU WISH TO USE     40
```

**Figure D-8**

Select '5' for the Mode and'8' for the Function and <Enter>. See Figure D-9.

## Welcome to STANFINS Screen

```
                        WELCOME TO STANFINS


   -> IF YOU WISH TO CREATE A TRANSACTION AND KNOW THE MODE CODE
         ENTER IT HERE: _ . IF NOT PRESS ENTER.

         IF YOU KNOW THE FUNCTION CODE ENTER IT HERE: _ IF NOT
            PRESS ENTER.

   -> OTHERWISE,
         ENTER 'HELP' ON THE COMMAND LINE TO OBTAIN HELP FACILITIES
         MENU.




MESSAGE LINE:
CMD:  ____________________________________________________________________________
```

**Figure D-9**

This will take you to the first input screen for establishing the customer number in the 'Appropriation Reimbursement Master Function Image Number one Y1-ADD or Z1-CHANGE. See Figure D-10.

## Y-1 Screen

```
YOU ARE IN THE APPROPRIATION REIMBURSEMENT MASTER FUNCTION   SIC: AVK
             IMAGE NUMBER ONE Y1-ADD OR Z1-CHANGE              MFS 581 SCR 089

      CUSTOMER    BILL
 TA     NUMBER  DES-CD  PD  ACT            CUSTOMER NAME
 __     ______    _     _    _     ________________________________________

                   FIRST LINE OF CUSTOMER ADDRESS      -ROUTE TO CYCLE:
                     _____________________________           D1 (AVKD10)  __
                                                             RE (AVKR14)  __
                                                             A2 (AVKAD2)  __




                                                TO SEARCH FOR THIS TRANSACTION,
 FILL IN THE ABOVE BLANKS                         USE BLK-NUM/TA: '58¢Y1'
   AND PRESS ENTER
                                                    SPECIAL COMMAND LINE OPTIONS:
                                                    'Y2' = Y2 FUNCTION SCREEN

 MESSAGES:
 CMD: ____________________________________________________________________________
```

**Figure D-10**

You must tab between the fields. If you hit the 'enter' key before you complete the process you will receive an error message. Press the <**Shift + Tab>** keys simultaneously and as many times as necessary to take you to the appropriate field for input. Input the appropriate data in the table as follows:

> **TA:** Type in **'Y1'** to establish a customer number. If you are making a change to a customer number that already exists enter **'Z1'.**

**CUSTOMER NUMBER:** The number established in Paragraph D-2.

**BILL DES-CD:** Leave **blank** if the SF1080 bill will be processed in ODS; type in a **'P'** if it will be processed using IPAC, SRD, or mail-out; or, type in a **'Y'** if it is a paid in advance customer — no bill produced.

**PD:** Program director's major code (first digit of the program manager code).

**ACT:** Program director's minor code (second digit of the program manager code).

**CUSTOMER NAME:** Requesting activity name (taken from the MIPR in block 8).

**CUSTOMER ADDRESS:** Requesting activity street address (taken from the MIPR in block 8).

**ROUTE TO CYCLE:** Type in **'D1'** (to send daily cycle).

After you have completed the field entries <**Enter**>. You should see "Record Added" at the bottom of the screen. It is a good idea to do a screen print and place with the MIPR If you have changes later, the exact information will have to be re-input. In addition, if for some reason the record is not added you have the information to re-enter. <**Shift + Tab>**, this will take you to the command message line. Type in **'Y2'** <**Enter**>. This will take you to the second screen for establishing the customer number. This is the, Appropriation Reimbursement Master Function Image Number One Y-2 screen. See Figure D-11.

## Y-2 Screen

```
        YOU ARE IN THE APPROPRIATION REIMBURSEMENT MASTER FUNCTION    SIC: AVK
             IMAGE NUMBER TWO Y2-ADD OR Z2-CHANGE              MFS 582 SCR 090

     CUSTOMER                                  BILLED                    BILLING
 TA   NUMBER         CITY, STATE, ZIP       OFFICE APC    AUTHORITY     OFF APC
 __   ______   ______________________________   ____     _____________  ____

  OFF-BILLED      BASIC                    OPER      REIM   ALLT
    DEPT     FY  SYMBOL  LIMIT  PROG-YR  AGENCY      DES    SER
     __      _   ____    ____   _        __          _      ____
             -ROUTE TO CYCLE: D1 (AVKD10) __  RE (AVKR14) __ A2 (AVKA02)
__


                                                  FILL IN THE ABOVE BLANKS
                                                    AND PRESS ENTER


                                                 SPECIAL COMMAND LINE OPTIONS:
   TO SEARCH FOR THIS TRANSACTION,               'Y3' = Y3 FUNCTION SCREEN
   USE  '58¢Y2'.                                 'Y1' = Y1 FUNCTION SCREEN
 MESSAGES:
 CMD: ____________________________________________________________________
```

**Figure D-11**

At the TA field type in **'Y2'** to establish a customer number. If you are making a change to a customer number that already exists, type in **'Z2'** <**Tab**>. Input the appropriate data in the table as follows:

**CUSTOMER NUMBER:** The number established in Paragraph D-2 (Same number you used on Y1 screen).

**CITY, STATE, AND ZIP CODE:** Requesting activity information (taken from Block 8 of the MIPR).

**BILLED OFFICE APC:** Requesting activity APC (from the accounting line on the MIPR) or TFO/AMC Customer APC.

**AUTHORITY:** MIPR Number. (Block 5 of the DD Fm 448)

**BILLING OFFICE APC:** Collection APC (FAC 0 APC) A collection APC must be established for each PE (Program Element) used in the reimbursement process.

**OFF-BILLED DEPT:** Requesting activity's department.

**FY:** Fiscal Year of Customer LOA (Block 14, DD Fm 448)

**BASIC SYMBOL:** Requesting activity BSN.

**LIMIT:** Requesting activity limitation. If no limit, zero-fill.

**PROG YR:** Constant zero.

**OPER AGENCY:** Requesting activity's OA.

**REIM DES:** Constant Zero.

**ALLT SER:** Requesting activity's ASN (Allotment Serial Number).

**ROUTE TO CYCLE: D1.**

After you have completed the field entries <**Enter**>. You should see "Record Added" at the bottom of the screen. It is a good idea to do a screen print and place it with the MIPR. If you have changes later, the exact information will have to be re-input. In addition, if for some reason the record is not added you have the information to re-enter. <**Shift + Tab>**, this will take you to the command message line. Type in **'Y3'** <**Enter**>. This will take you to the third screen for establishing the customer number, Appropriation Reimbursement Master Function Image Number Three Y-3. See Figure D-12.

## Y-3 Screen

```
YOU ARE IN THE APPROPRIATION REIMBURSEMENT MASTER FUNCTION    SIC: AVK
            IMAGE NUMBER THREE Y3-ADD OR Z3-CHANGE             MFS 583 SCR 091

     CUSTOMER   OFF BILLED              BILLING        BAS          PROG
  TA  NUMBER     PROG ELE     FSN     OFFICE DEPT  FY  SYM   LIMIT   YR
  __  ______     ______    ______         __      _  ____    ____   _

  OPER  REIM   SOURCE   PROG          ALLT   -ROUTE TO CYCLE:
  AGCY   DES    CODE     ELE    FSN    SER    D1(AVKD10) RE(AVKR14) A2(AVKA02)
   __     _     ____   ______ ______ ____   __         __         __



                                                  FILL IN THE ABOVE BLANKS
                                                     AND PRESS ENTER



    TO SEARCH FOR THIS TRANSACTION,            SPECIAL COMMAND LINE OPTIONS:
       USE '58¢Y3'.                            'Y1' = Y1 FUNCTION SCREEN
  MESSAGES:
  CMD: _____________________________________________________________________
```

**Figure D-12**

At the TA field type in **'Y3'** to establish a customer number. If you are making a change to a customer number that already exists type in **'Z3'** <**Tab**>. Input the appropriate data in the table as follows:

**CUSTOMER NUMBER:** The number established in Paragraph D-2 and used on Y1 and Y2 screens.

**OFF BILLED PROG ELE:** Requesting activity's EOR (taken from the line of accounting on the MIPR). Zero fill if there are not four (4) characters in customer's EOR.

**FSN:** Requesting activity's Fiscal Station Number (taken from the line of accounting on the MIPR). If it is only five digits, first digit should be 0. (e.g. 028013).

**BILLING OFFICE DEPT:** Performer's department (usually **21**).

**FY:** Current fiscal year (last digit).

**BASIC SYMBOL:** Performer's BSN (usually **2065**).

**LIMIT:** Constant zeroes.

**PROG YR:** Zero.

**OPER AGCY:** Performer's OA.

**REIM DES:** Constant 7.

**SOURCE CODE:** Enter the reimbursable code that identifies requestor. See DFAS Manual 37-100-FY for valid source codes.

**PROG ELE:** Performer's SAG (i.e., if it is 111G11.00 enter it as 111000).

**FSN:** Performer's Fiscal Station Number (USPFO for Indiana is S12064, enter as 012064).

**ALLT SER:** Performer's ASN.

**ROUTE TO CYCLE: D1** (daily cycle).

After you have completed the field entries <**Enter**>. You should see "Record Added" at the bottom of the screen. It is a good idea to do a screen print and place it with the MIPR. If you have changes, the exact information will have to be re-input. In addition, if for some reason the record is not added, you have the information to re-enter. <**Shift + Tab>**, this will take you to the command message line. Type in **'Y1'** <**Enter**>. This will take you back to the first screen where you will repeat the entire process until all customer numbers have been established.

**Recommendation:** Prepare a folder annotated with pertinent data to include the customer number, the collection APC, and the FAC 3 APC. Any paperwork associated with this MIPR needs to be filed in this folder.

**D-4. Establish an APC.** The APC Request Form has to be

filled out with the necessary information. Only the columns highlighted need to be completed. The **bold** items are unique to your state and will remain constant. See Figure D-12 for a sample form.

## APC Request Form

| APC PROCESSING CODE (APC) REQUEST FORM | |
|---|---|
| FY | |
| APC | |
| ACTION DESIGNATOR | A-Add, D-Delete, C-Change |
| FAC CODE | **0,3, or 8** |
| DEPARTMENT | **21** |
| BASIC SYMBOL | **2065** |
| LIMITATION | **0000** |
| PROGRAM YEAR | **0** |
| OPERATING AGENCY | **18** |
| REIM DESIGNATOR | |
| ALLOT SERIAL NUMBER | **1012** |
| PROGRAM ELEMENT | First three digits of AMSCO then three zero's |
| FISCAL STATION | **012064** |
| AMS CODE | AMSCO as is |
| CROSS REF FY (FAC 4-5) | |
| CROSS REF APC (FAC 4-5) | |
| SPECIAL POST PROJECT | |
| REIMB SOURCE CODE | Based on Basic Symbol |
| ANNUAL MEP LEVEL (LV BLNK) | |
| ANNUAL EXP LEVEL | |
| PROG DIRECTOR MINOR | Second character of PMC |
| 78-REPORT LEVEL | |
| CUSTOMER NUMBER | As created |
| 218 MONTHLY EXP LEVEL | |
| 218 MONTLY MPE LEVEL | |
| DESCRIPTION | |
| WKLY COST BY AOB | **678** |
| FUNCTION COST CODE | |
| MDEP/RCN | |
| DAILY FUND CONTROL | |
| TDA CODE | |
| GEO AREA CODE | |
| UNIT ID CODE | |
| PROG DIRECTOR (MAJOR) | First Character of PMC |
| 218 MONTHLY CEIL LEVEL | |
| 218 ANNUAL CEIL LEVEL | |
| (USED FOR STOCK FUND) | |
| STOCK FUND DODAAC | |
| **ROLL OVER FY04** | |

**Figure D-13**

See Section 8-14 for the procedures for establishing a reimbursable APC through the STFMENU. It will be a good idea at first to establish the customer on one STANFINS daily cycle and check it for accuracy. Once you are confident that the customer number is correct, you can make the reimbursable APC. After the STANFINS daily cycles access OLRV and review AVK003 and AVK006 to ensure the Customer Number and APC have been established.

**D-5. Input Ceilings and Orders.** The USPFO accounting section inputs Ceilings/Orders for Automatic Reimbursement Authorities (ARAs) into STANFINS via TAPS. Procedures for input are as follows:

Assign a Block Number: You may want to use a Reimbursement Log to keep track of your Block Ticket Numbers. See Figure D-10 for a sample Block Ticket Log.

**BLOCK TICKET LOG MONTH_____**

| BLOCK | DATE | AMOUNT | DESCRIPTION | TECH | CLEARED DPB |
|---|---|---|---|---|---|
| — | | | | | |
| — | | | | | |
| — | | | | | |
| — | | | | | |
| — | | | | | |
| — | | | | | |
| — | | | | | |
| — | | | | | |
| — | | | | | |
| — | | | | | |

**Figure D-14**

The block ticket number consists of three alphanumeric characters. For example, for Indiana the first two positions are IR (The 'I' is assigned to Indiana and the 'R' = Reimbursable). For Indiana the first block ticket for the month is assigned in numeric order one through nine and the alphabet after that. On the first of each month Indiana begins again with 'IR1' and follows the sequence. Indiana logs the block ticket number in the Block Ticket Log and creates a manual block ticket form. See Figure D-14 for a sample Reimbursable Block Ticket from Indiana.

## Sample Block Ticket

**REIMBURSABLE BLOCK TICKET**

| BLOCK NUMBER | JULIAN DATE | PROGRAM DIRECTOR | DATE |
|---|---|---|---|
| _____ | _____ | _____ | _____ |

**TA** **TOTAL**

**AV** _____

**11** _____

**1L** _____

**20** _____

**INPUT BY:**

**NAME:**_____

**DATE:**_____

**CLEARED DPB**

**NAME**_____

**DATE:**_____

**Figure D-15**

The STANFINS Mode/Function, Type/Action codes that are used for input of transactions are defined in Figure D-12.

## STANFINS/SABERS Codes

| *STANFINS* | *(TAPS)* | | *SABERS* | |
|---|---|---|---|---|
| | | | | |
| **MFS** | **TA CODE** | **DESCRIPTION** | **TC** | **DESCRIPTION** |
| Mode Function | Type Action | | Transaction Code | |
| | | | | |
| 43 | 11 & AV | Annual Ceiling - Automatic | N/A | |
| 41 | 13 | Annual Ceiling - Direct | A1 | AFP (Annual Funding Program) |
| 41 | 16 | Quarterly Ceiling - Direct | B1 | ALLOT (Allotment) |
| 31 | 1L | Orders Received - Automatic | K1 | Orders Received |
| 12 | 20 | Oblig/Accrual,Expense/Disb | C,G1,E | Oblg/G-rcpt/disb at same time |
| 16 | 20 | Oblig/Accrual,Expense/DisbWith Manhours | | |
| 14 | 21 | Oblig/Accrual, Expense | C | Oblg with unfill = N (EOR 11** - 22**) |
| 14 | 23 | Obligation | C | Oblg with unfill = Y (EOR 23**) |
| 18 | 32 | Accrual,Expense | G1 | Receipt Record |
| *12 | 40 | Disbursement | E | Disbursement FOR SELF |
| *71 | 41 | Disbursement-TBO | E | Disbursement FOR OTHERS |
| *12 | 42 | Collection | E | Credit Disbursement FOR SELF |
| 33 | 43 | Reimbursable Collection | KS | Reimbursable Collection FOR SELF |
| 74 | 4L | Reimbursable Collection - TBO | K3 | Reimbursable Coll - FOR OTHERS |
| 32 | 52 | Earned Reimbursement - AUTO | K2 | Reimbursement Earned |
| | | | | |
| * | | | | |
| 1A | 40 | Disb Tvl Adv (EOR 41**) | | |
| 1A | 42 | Coll Tvl Adv (EOR 41**) | | |
| 72 | 41 | TBO Disb/Coll Tvl Adv (41**) | | |
| | | | **TA CODES** | |
| | | | First Digit = 1 = Funding | |
| | | | = 2 = Obligation | |
| | | | = 3 = Accrual | |
| | | | = 4 = Expenditure (disb or coll) | |

**Figure D-16**

Input into TAPS: The transactions will be entered using a Mode Function (MF) '43' for Type Action (TA) 'AV' and '11' and Mode Function (MF) '31' for Type Action (TA) '1L'. (Use the FAC '8' APC). You only enter whole numbers (no decimal). Log on to STANFINS and at the Welcome to STANFINS Menu, type in '4' and '3' (See Figure D-9) **<Enter>.** At the Automatic Ceiling/Funding Function screen you will enter all of the 'AV' and '11' transactions. See Figure D-16.

Follow the steps outlined below for entering data into the applicable fields. See Figure D-17.

TA: AV/11

FY: Current Year

APC: FAC 8 APC

Customer Number: The number established in D-2.

Amount: Dollar amount on the MIPR.

## AUTOMATIC CEILING/FUNDING Screen

```
YOU ARE IN THE AUTOMATIC CEILING/FUNDING FUNCTION   BLOCK NUMBER IR1 SIC: AVK
                                                              MFS 43  SCR 050

  TYPE          FISCAL                      CUSTOMER/DOCUMENT
 ACTION          YEAR          APC              NUMBER                AMOUNT
   AV             3            HT19          788983_____          35000000_____

                                      NOTE:  FOR ALL TRANSACTIONS ENTERED -
                                             EOE IS ASSIGNED "1010"

                                      FILL IN ABOVE BLANKS AND PRESS ENTER

 MESSAGE:
CMD: ____________________________________________________________
```

**Figure D-17**

After the input of the AV/11 transactions <**Shift + Tab**> to go to the MESSAGE CMD line type **'BR31'** for the mode function <**Enter**>. See Figure D-18.

## AUTOMATIC CEILING/FUNDING Screen

```
YOU ARE IN THE AUTOMATIC CEILING/FUNDING FUNCTION   BLOCK NUMBER ___  SIC: AVK
                                                                MFS 43  SCR 050

  TYPE          FISCAL                    CUSTOMER/DOCUMENT
 ACTION          YEAR        APC              NUMBER                AMOUNT
   __             _         ____        ________________          ___________

                                     NOTE:  FOR ALL TRANSACTIONS ENTERED -
-
                                            EOE IS ASSIGNED "1010"









                                     FILL IN ABOVE BLANKS AND PRESS ENTER



 MESSAGE:
 CMD: br31_____________________________________________________________________
```

**Figure D-18**

This will take you to the Orders Received Function screen. At this screen you will type in all **'1L'** transactions. Follow the steps outlined below for entering data into the applicable fields:

TA: 1L

FY: Current Year

APC: FAC 8 APC

Customer Number: The number established in Paragraph D-2.

Amount: Dollar amount on the MIPR.

## Orders Received Function Screen

```
YOU ARE IN THE ORDERS RECEIVED FUNCTION          BLOCK NUMBER IR1 SIC: AVK
                                                        MFS 31  SCR 045

  TYPE        FISCAL                  CUSTOMER     REFERENCE
 ACTION        YEAR        APC         NUMBER       NUMBER         AMOUNT
   1L           3         HT19        788983       ________       35000000___

                                  NOTE:  FOR ALL TRANSACTIONS ENTERED -
                                         EOE IS ASSIGNED "1010"

                                      FILL IN ABOVE BLANKS AND PRESS ENTER


 MESSAGE:
 CMD:
_____________________________________________________________________________
```

**Figure D-19**

Now you need to input your block ticket totals. Press the <**Shift + Tab**> key to go to the Message Cmd line type **'BTC'** <**Enter**>. This will take you to the Block Total Function screen. Enter the appropriate data in the fields. See Figure D-19. You will need to repeat this process until all TA's are entered.

Block Number: Enter the BLT Number <**Tab**>.

Action: Enter the type of action (i.e., AV, 11, or 1L) <**Tab**>.

TCIT: **'T'** <**Tab**>.

Julian Date: Today's date <**Tab**>.

Total Amount: Dollar amount.

## BLOCK TOTAL Screen

```
      YOU ARE IN THE BLOCK TOTAL FUNCTION                    SIC: AVK
                                                               'BTC'   SCR 005
                  T                          |      * TBO ONLY *     |
  BLOCK    TYPE   C   JULIAN     TOTAL       | PAY ST    TL      DPI |
 NUMBER  ACTION   I    DATE      AMOUNT      |  DSSN   NUMBER  CODE  |
  IR1       AV    T    3203   35000000       |  ____     __      __  |


MESSAGE:
CMD: ____________________________________________________________________________
```

**Figure D-20**

After input of all transactions and Block Totals <**Shift + Tab**> to go to the MESSAGE CMD line. Type in **'Alt'** <**Enter**>. This will take you to the System Alternatives Menu. At the Systems Alternatives Menu under option **'2'** Enter your block ticket number <**Enter**>. See Figure D-21.

# SYSTEM ALTERNATIVES Screen

```
                              SYSTEM ALTERNATIVES                          SIC: AVK
                                                                        'ALT'   SCR 146

 1)  IF YOU WISH TO CHECK THE BALANCE OF A PARTICULAR BLOCK-NUMBER TYPE-ACTION
     PAIRS, FILL IN THE FOLLOWING TWO FIELDS AND PRESS ENTER. (YOU CAN INCLUDE
     OR EXCLUDE PREVIOUSLY PULLED TRANSACTIONS.)
      EXCLUDE   BLOCK-NUMBER  TYPE-ACTION   INCLUDE   BLOCK-NUMBER TYPE-ACTION
                    ___          __                      ___          __

 2)  IF YOU WISH TO CHECK THE BALANCE OF A GROUP OF TRANSACTIONS WITH THE SAME
     BLOCK-NUMBER, FILL IN THE BLOCK-NUMBER AND PRESS ENTER. (YOU CAN INCLUDE
     OR EXCLUDE PREVIOUSLY PULLED TRANSACTIONS.)
           EXCLUDE    BLOCK-NUMBER           INCLUDE    BLOCK-NUMBER
                          IR1                              ___

 3)  TO HAVE THE SYSTEM PROVIDE A BALANCE FOR AN INTERFUND BILL NUMBER, ENTER
     THAT BILL NUMBER HERE.
                               BILL NUMBER:  _____

 4)  IF YOU WISH TO SEARCH FOR TRANSACTIONS BY BLOCK NUMBER, TYPE ACTION,
     OPERATOR ID, DATE, TERMINAL ID, OR CYCLE INDICATOR, ENTER X HERE   _

 MESSAGE:
 CMD: ____________________________________________________________________________
```

**Figure D-21**

This will take you to the Block Summary Menu. At the Block Summary Menu, verify that the totals match. If the totals match type **'Alt'** <**Enter**> to return to the System Alternatives Menu.

# BLOCK SUMMARY Screen

```
                          BLOCK SUMMARY                          SIC: AVK
                      BLOCK NUMBER: IR1                   'ALT'   SCR 007

      TA          TOTAL              DETAILS          DIFFERENCE

      AV        350,000.00          350,000.00             0.00

      1L        350,000.00          350,000.00             0.00

      11        350,000.00          350,000.00             0.00


  PRESS "ENTER' TO REVIEW THE BLOCK TOTAL AND ASSOCIATED TRANSACTIONS
              TO MAKE CORRECTIONS AND RECALCULATE:



MESSAGE:
CMD: _____________________________________________________________________
```

**Figure D-22**

Now go to option '**1**' and enter the block ticket number <**Enter**>. Again you will see all transactions posted to that block ticket <**Enter**>. See Figure D-23.

## BLOCK SUMMARY Screen

```
            BLOCK SUMMARY                              SIC: AVK
                          BLOCK NUMBER: 5HR                    'ALT'   SCR 007

      TA            TOTAL                DETAILS            DIFFERENCE

                1,050,000.00         1,050,000.00                 0.00




  PRESS "ENTER' TO REVIEW THE BLOCK TOTAL AND ASSOCIATED TRANSACTIONS
                TO MAKE CORRECTIONS AND RECALCULATE:



MESSAGE:
CMD: _____________________________________________________________________________
```

**Figure D-23**

<**Enter**> again this will take you to the List of Select Records screen. From here you can delete or modify your transactions. Tab down to the record requiring modification or deletion. On the line left of the block ticket type **'M'** and then arrow over and make changes. To delete, type in a **'D'** on the line left of the block ticket at the transaction you need to delete. Be sure to <**Enter**> after each screen on which you have made corrections and/or deletions.

# LIST OF SELECT RECORDS Screen

```
                          LIST OF SELECT RECORDS                        SIC: AVK
                                                                 'ALT'   SCR 010
      BLOCK     TYPE       SEQ                          RECORDS
       NUM     ACTION      NUMBER

.                                      1....5....10...15...20...25...30...35...40
                                       41...45...50...55...60...65...70...75...80

    _  IR1       AV         00001      AV IR1T320300035000000

    _  IR1       1L         00002      1L IR1T320300035000000

    _  IR1       11         00003      11 IR1T320300035000000

    _  IR1       AV         00004      AV IR1   3                      1010
                                       HT19     788983                 0035000000

    _  IR1       1L         00005      1L IR1   3                      1010
                                       HT19     788983                 0035000000

    _  IR1       11         00006      11 IR1   3                      1010
                                       HT19     788983                 0035000000


 MESSAGE:
CMD: _____________________________________________________________________
```

**Figure D-24**

A negative dollar amount will have an alpha character at the end. See Figure D-24 for a breakdown of codes. Press <**Print Scrn**> and attach all of the print screens to the block ticket form and file behind the Reimbursable Log Sheet for that month. When you are finished press <**Enter**> to submit any changes made.

## Negative Amount Codes for Last Digit

| NEGATIVE AMOUNT | CODE |
|---|---|
| ZERO | RH Bracket (}) |
| ONE | J |
| TWO | K |
| THREE | L |
| FOUR | M |
| FIVE | N |
| SIX | O |
| SEVEN | P |
| EIGHT | Q |
| NINE | R |

**Figure D-25**

After the STANFINS Daily Cycle, access OLRV and view the AVK018 (Daily Preliminary Balance List) to verify block clearance of transactions.

**D-6. Input Earnings.** There are two steps to every earnings input transaction. First, input a debit entry using the Automatic FAC 8 Reimbursable APC. Second, input a credit entry using a Direct FAC 3 APC. Again, you will need to assign a block number. Once the block number has been assigned, you are ready to input into TAPS. Earnings are input with a MF **'12'** and a TA **'20'**. Log on to STANFINS and at the Welcome STANFINS Menu (Figure D-9), enter Mode Function **'1'** and **'2'** that will automatically populate the appropriate fields <**Enter**>. This will take you to the

Disb/Coll By APC Function screen. You will enter your TA **'20'** at this screen. See Figure D-26. Enter the appropriate data in the fields.

TA: **'20'**

FY: Current Year.

EOR: Use the EOR applicable to the supply/services provided the customer

APC: Determined by type of transaction. If a debit, use the FAC 8 APC; if a credit, use a FAC 3 APC.

ODC: Use **'1'** (Within Government) or **'2' (**Outside Government) depending on which EOR you used.

DOC Number: Customer number followed by 8 zeros.

Amt: Enter the dollar amount of usage <**Enter**>.

IBOP/OBS/CASH/CODE: These areas are left blank.

## DISB/COLL BY APC Screen

```
YOU ARE IN THE DISB/COLL BY APC FUNCTION   BLOCK NUMBER ___          SIC: AVK
                                                                MFS 12  SCR 004

  TYPE   FISCAL              DOCUMENT/CUST  VOUCHER F                  OBS/  CASH
 ACTION  YEAR EOR  APC ODC     NUMBER       NUMBER  I AMOUNT      IBOP DEOBS CODE
   __     _   ____ ____ _  ______________ ______  _ __________ ____   _    _

                                                FILL IN ABOVE BLANKS AND PRESS ENTER

  MESSAGES:
  CMD: ____________________________________________________________________________
```

**Figure D-26**

If the dollar amount moves to the top right of the page then your transaction has been added. However, if any input becomes hi-lighted you have an error that needs to be corrected before your record can be added.

Once you have entered the debit and credit TA **'20'** the system automatically generates a TA **'52'**. This is your earned reimbursement on your AVK-296 Report (CSCFA 112 Status of Reimbursement).

After the STANFINS daily cycle has processed, access OLRV and view the AVK-018 Report (Daily Preliminary Balance List) to verify block clearance of transactions.

**D-7. Lumber/Timber (RSC 940) and AG/Grazing (RSC 934).** Some states will have Lumber/Timber or AG/Grazing accounts. The lumber/timber and AG/Grazing accounts are unique not only because the reimbursement source code is specific to the account but also in that the accounts receivable balances are transferred and not collected. The processes are as follows: Establish the customer number and FAC 8 APC (specific RSC). The Ceilings and Orders process remains status quo as well as the Earnings process. The transfer of the accounts receivable balance must take place in the month of the earnings. A TA **'55'** is used as opposed to the collection TA **'43'**. For every line of earnings there must also be a transfer line. (See below). The receivable balances for RSC 934 and 940 should be Zero at month end close. Querying current month Transactions (AVK-NXG) periodically through the month will ensure that all transfers are made. Failing to transfer will result in ELECTRA errors.

| FY | BLK | TA | APC | EOE | ODC | DOC-NO | AMOUNT |
|---|---|---|---|---|---|---|---|
| 3 | 5S7 | 52 | 7BV3 | 12KB | 1 | 1KK002COSTTRAN | $6.47 |
| 3 | 5RK | 52 | 7BV3 | 12KB | 1 | 1KK002COSTTRAN | 6.34- |
| 3 | 39V | 55 | 7BV3 | 12KB | 1 | 1KK002COSTTRAN | 6.47- |
| 3 | 39V | 55 | 7BV3 | 12KB | 1 | 1KK002COSTTRAN | 6.34 |

**D-8. Process Bills and Close.** There are three categories of reimbursable SF1080 bills.

1. ODS/SRD-1 Army to Army/Automatic.

2. IPAC All other Government Agencies (Determine Agency Location Code and input into IPAC accordingly.)

3. Mail out (AAFES, NAF, etc.)

The ODS is the method used to process bills for customer's that fall under the umbrella of DSSN 5570, Army to Army. The automatic process is predicated on how certain fields are populated when establishing the customer number:

- 'Blank1' field must be unpopulated;
- 'Billed Office APC' field must contain the customer's APC;
- 'Billing Office APC' field must contain the collection APC;
- 'Off Billed Prog Ele' field must contain a valid EOR.

After month end close, ODS will place a file out on FTP in the monthly directory titled ODS1080.txt. This file contains the cumulative transactions for the month. This gives fiscal accounting the opportunity to review and make any corrections to the bills before the automatic process takes place. The following steps complete the process:

1. Download the file, review, and correct.

2. Rename the file SF1080** (individual DPI.txt).

3. Place the file back on FTP in the following directories and subdirectories: DDBE3, FTP, PRD, and STF1080.

4. After ODS processes the file accounting will ensure that all lines have cleared by accessing the STANFINS 1080/1081 Correction Screen in ODS. This file will show any lines

that errored out after the file was submitted.

5. Make corrections to erroneous elements before transactions can process. (**note: Corrections must be made in STANFINS also.)**

6. After corrections are made, certify transactions.

7. Collections will come across the accounting bridge and disbursements will bridge to the customer.

IPAC (Intra-Governmental Payment and Collections) is the method used to process bills for other Federal Government customers to include other branches of the service that have a Trading Partner Agreement in place and a valid Agency Location Code (ALC). The steps are as follows:

1. Bill data is entered in to the IPAC Wizard program (pull).

2. Data is reviewed and certified.

3. Collections will come across the bridge.

If the current method were to prepare a template and forward to DCD or TFO, the method would remain the same.

The SRD-1 bill process does not change and is business as usual. As for the mail out process, SF1080 bills should be mailed out only for customers that are check issue (AAFES, NAF, etc.).

**D-9. Reports and Queries.** STANFINS provides various reports and query capabilities to aid in the monitoring and aging of the receivable balances. The BAR AVK-931 (Accounts Receivable Bills Master File) is the tool used to age the Accounts Receivable. The BAR interfaces with the ARP when transactions are input to affect a reimbursable. This report posts the bill-no (month transactions take place) and updates the schedule 9 (Aged Automatic Receivables) portion of the monthly 112 Report. If collections are not posted to the correct month a new line will be created in the BAR file necessitating correction action. The Accounts Receivable Bills file vs. AVK-977

(ARP Customer Master Report) is an excellent tool used in determining whether an out of balance condition has occurred.

Access the queries by logging in to STANFINS and selecting DQRY at the Super sessions Main Menu. Helpful files to query are the FXW – Customer Number Master File for YTD ceilings, orders, earnings, collections; the AJU – prior month input; and the BXU - Subsidiary Ledger File which shows obligations to particular APCs.

**D-10. Helpful Tips.** The following are some tips about reimbursables that will be helpful to you.

- There should only be one MIPR per customer number.
- Customer numbers and APCs must contain identical SAGs; earnings cannot be processed against more than one SAG.
- The accrual on the FAC 8 APC creates the earnings for the customer. A Type Action (TA) 20 is a simultaneous obligation, accrual, disbursement. Therefore, when you input a TA 20 with a FAC 8 APC as described in Paragraph D-6, you are creating an earning for the customer number associated with that APC.
- All advance customers (i.e. those outside the federal government) can only be earned after collection is received.
- Be sure that your APC and customer number are set up correctly and are in agreement by appropriation and SAG. You can do this by running queries in STANFINS. Be sure you make your corrections before month-end.
- Remember that **corrections made in ELECTRA each month must also be made in STANFINS** the following month.
- Collections for automatic and funded reimbursements are made with TA 43. If a TA 42 is used, it will affect your general ledger.
- At year end, you may have unfilled orders, but may **not** have unobligated balances for automatic reimbursables.

- Never change a reimbursement source code (RSC) after the year closes.

- After the year closes, never manually adjust a TA 1L; all corrections must be done through the FAC 8 APC.

- After the year closes, a FAC 8 APC will convert to a FAC 3 APC if the customer number does not contain a receivable balance.

# APPENDIX E

## Non-AFCOS/STFMENU Processes and Responsibilities


| Topic | Page(s) |
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## Appendix E

### TERMINAL AREA SECURITY OFFICER (TASO) FUNCTIONS:

Just like users need password access to stfmenu, new users to STANFINS, ODS, OLRV, SRD1, etc., will need passwords to perform their duties. In order to gain access, users will need to fill out a DISA 41 and forward it to the TASO at the servicing OPLOC. The DISA 41 should show entry points and functions needed. The TASO at the OPLOC is normally located within the "Systems Office". It is recommended that only one representative from the USPFO act as the local TASO in order to control this function. During conversion, the sponsoring OPLOC should give instructions and a Point of Contact (POC) for generating passwords.

### TECHNICIAN/CIVILIAN PAYROLL

There are basically two system processing jobs that have to be run in STANFINS to complete a civilian payroll. The first is known as the **SA**. This job brings the payroll into STANFINS and creates the error reports (AVK-693) that must be worked before the payroll is complete. Normally, the greatest amount of errors comes from APCs and EORs. The servicing OPLOC will be able to assist with correction and advice until the USPFO is more comfortable with corrections. The second job is the **SD**. This job is executed after all corrections are input. The SD creates the mod reversal, posts the current payroll, and creates the debit mod for the next payroll. Again, your servicing OPLOC will assist in the run and creation of these processes.

**Appendix E (continued)**

**OPERATIONAL DATA STORE (ODS) with the D06:**

Much of the work being generated by USPFO accounting branches is passed to STANFINS via ODS. One of the larger processes is posting the D06 bridge (Mil Pay). Although this explanation of some of the rules and processes is not inclusive, it is a starting point for learning what ODS does and doesn't do. Further explanation of the processes can be attained from the ODS Systems Office at DFAS.

**a. Rules for Processing the D06:**

-After you have processed your obligations into ODS "THOU SHALL NOT SUBMIT A D06 PRIOR TO PROCESSING YOUR OBLIGATIONS INTO ODS"

-The month that the disbursement is actually made. "THOU SHALL NOT PROCESS A D06 IN THE MONTH PRIOR TO THE ACTUAL DATE THE DISBURSEMENT IS MADE. You must hold up these files until the following month.

-Prior to the SRD1 monthly cutoff date. "THOU MUST PROCESS THE LAST PAYROLL FOR THE MONTH THROUGH ODS BY THE CUTOFF DATE." (i.e. Mar 25 cutoff date, you must have all corrections cleared in ODS and on the 6:00 am disbursement bridge on March 26th).

**b. ODS Processing Requirements for d06**:**

-Edits ADT disbursement to detail obligation to obtain APC

-Matches on state_id, no_doc_ref, EOR, and SSN of detail obligation in the ARNG_Trans table.

-If match found, copies APC from obligation to disbursement.

-If no match is found, writes transaction to Mil Pay Correction Screen.

-Allows user to modify no_doc_ref & EOR if necessary.

-User must enter APC.

-Process will edit APC/EOR on line.

-Once APC is assigned, creates STFN_Tac_Typ '40' disbursement, sent to AFCOS as Tac_Typ 'ET'.

-Edits IDT disbursement to mod obligation to obtain APC.

-Matches on state_id, order_start, drill_typ, enl_ofc, pay_grp, and UIC. If drill_typ = 11, then also matches on EOR.

-Uses the No_Doc_Ref to find 'IDT', order_start, and UIC. i.e. 'IDTYYMM00UIC'.

-If match found, copies APC from obligation to disbursement.

-If no match is found for IDT, writes transaction to Mil Pay Correction Screen.

-Allows user to modify no_doc_ref & EOR if necessary.

-user must enter APC.

-Process will edit APC/EOR on line.

-Once APC is assigned, creates STFN_Tac_Typ '20' obligation, accrual, and disbursement.

Also creates STFN_Tac_Typ '21' credit mod obligation.

-Detail EOR for drill_typ = 11 (uses ODC of orig mod obg).

-Uses EOR 1198 for drill_typ <> 11 (constant ODC '2').

**Appendix E (continued)**

**INTERFUND (NGIBO WIZARD)**

IBO Wizard is a DFAS developed process that allows for retrieval, edit, and submission of INTERFUND bills into STANFINS. Support, documentation, and instruction for NGIBO Wizard will be supplied by DFAS and your supporting OPLOC. Here is a definition of IBO and what it does.

**a. NGIBO:**

NGIBO- NATIONAL GUARD INTERFUND BILL-OFFLINE IS A MICROSOFT

ACCESS UTILITY TOOL DESIGNED TO AID IN PROCESSING IF-BILLS

**b. HOW DOES NGIBO ASSIST IN PROCESSING**

-SPLITS INTERFUND BILLS (IF-BILLS) FOR PROCESSING BY SABERS AND STANFINS AND CREATES TWO SEPARATE FILES.

-CHECKS IF-BILLS TO VERIFY THEY ARE IN BALANCE.

-PERFORMS OBLIGATION MATCHING – STANFINS.
-
-ENABLES INPUT OF APC/EOR FOR NON-OBLIGATED.

-WHEN DEALING WITH IF-BILL DETAIL RECORDS-NGIBO WILL

-VALIDATE USER INPUT APC WITH STANFINS AXW FILE

-VALIDATE THAT ALL DETAIL RECORDS ARE OBLIGATED OR HAVE A VALID APC BEFORE CREATING STANFINS OUTPUT FILE

**c. WHAT ABOUT OBLIGATIONS AND PRIOR YEAR?**

- **-OBLIGATIONS :**

-RECORDED BY SITE

-CREATED BY SITE DURING IF-BILL PROCESSING FOR STANFINS NOT OBLIGATED

**Appendix E (continued)**

**-IF BILL PROCESSING**

-SPLIT BASED ON SPLITTER LOGIC AND USER DECISION
-PRE-CONVERSION YEARS TO SABERS
-POST-CONVERSION TO STANFINS
-STANFINS PROCESSING

-OBLIGATION MATCHING
-APC ASSIGNMENT BASED ON TABLES
-APC ASSIGNMENT BASED ON USER INPUT

**Appendix E (continued)**

## dARS
## Databased Accounting Reconciliation System

dARS is a PC based group of Accounting Reconciliation Tools to detect errors in the STANFINS database and provide an automated means of making input/corrections. It is designed for the Accounting Office or the Budget Office. It primarily uses existing data in STANFINS and requires only corrections to erroneous data to make the input resulting in a significant reduction of re-work. If it has been typed once, it doesn't need to be typed again. Many modules have manual input screens for creating original input. This serves as a backup to STANFINS in case the system is down. It is also a backup to AFCOS/STANFINS after ODS cutoff.

dARS is used to process the daily cash bridge. It can also be used to:

- Manage the APC Master File (AXW)
- Create STANFINS Input
- Make obligation adjustments
- Perform Joint Reviews
- Manage customer number file (FXW) and bill accounts receivable file (BAR)
- Reconcile end of month reports (112/218)
- Print the General Ledger

The OPLOC will provide initial training and instruction manuals for dARS. For information and assistance contact the Army National Guard Financial Services Center, Indianapolis.

## Appendix E (continued)

### DATAQUERY

You may use Dataquery in your STANFINS database to access the most up-to-date information. STANFINS dataquery files are updated after each daily cycle, weekly cycle, and monthly cycle.

Your OPLOC will assist you in writing and using queries. Of the many files available, the most common files queried are:

- LXG - unliquidated obligations
- NXG - current month activity
- AX5 - closed history
- AJU - last month's activity
- AXW - APC Master File
- FXW – Customer Number Master File
- BXU – Subsidiary Ledger File. File contains cumulative obligations and disbursements for current month, fiscal year to date, and inception. Data is used to prepare the 218 report.

You may use queries to find abnormal balances and conditions (integrity checks), amounts in suspense accounts, amounts in APC 9999, NULOs, ULOs, reimbursable balances, accounts payable, undelivered orders, etc. For a list of abnormal balances and STANFINS files to query, see the following two pages.

You may write your own queries or edit someone else's query and save it as your own.

Dataquery is a very useful and indispensable tool.

## INTEGRITY QUERIES

Integrity Queries are checks via dataquery to identify departmental level errors before the end of the month reports are submitted.

| Condition to Check | Description | File To Query |
|---|---|---|
| Negative Unfilled Orders | Reimbursements Earned Exceed Orders Received | FXW |
| Credit Accounts Receivable | Collections exceed Reimbursements Earned | FXW |
| Orders Greater than Program | Orders Received exceed Quarterly Ceilings | FXW |
| Quarterly Program Greater Than Annual | Quarterly Ceiling Exceeds Annual Ceiling | FXW |
| Negative Unliquidated Obligations | Disbursements exceed Obligations at the AMS/EOR level | BXU |
| Negative Obligation or Negative Disbursement | Negative obligation or negative disbursement At the AMS/EOR level | BXU |
| CMOD Errors | Negative obligation, disbursement, and/or WKHOURS at the AMS/EOR Level | BXU |
| Negative Undelivered Orders | Accruals exceed obligations At the appropriation level | BXU |
| Negative Accounts Payable | Disbursements exceed Accruals at the Appropriation level | BXU |
| ODC Errors | ODC other than 1,2, or 9 Letters indicate foreign Currency | BXU |
| Obligations in EOR 41## | Obligated travel advance | BXU |

**INTEGRITY QUERIES (cont)**

| Condition to Check | Description | File To Query |
|---|---|---|
| Obligations in AMS 9966 | Obligated suspense account | BXU |
| Obligations in EOR 46## | Obligated refund Receivable | BXU |
| EOR 41##,46## in AMS 9966 | Advances in suspense | BXU |
| Invalid EOR | EOR that bypassed STANFINS edit | BXU |
| Deobligations for prior Year Reported as credit Obligations | Credit 1J on prior Year 218 | BXU |
| Credit obligations or Credit disbursements at AMS/EOR level-current Year (not EOR 26##,31##) | Credit 1J or 1K Current Year 218 | BXU |
| Credit obligations in Current Year reported as Deobligations | 1D on Current Year 218 | BXU |
| EOR 4140 or 43## in 2060 funds | Contractor Advances or Interest Payments recorded in NGPA | BXU |
| Civilian pay EORs in DERF money | Civilian payroll recorded in 97X0833 | BXU |

**Appendix E (continued)**

**SF 1081s, TFOs, and Cross Disbursements**

SF 1081s (Voucher and Schedule of Withdrawals and Credits) can be input in SRD1 or ODS. If they are input in SRD1, they must be certified in SRD1. If they are input in ODS, they must be certified in ODS.

If the FSN you are charging or crediting on the SF1081 is also under the "umbrella" of Centralized Disbursing (DSSN 5570), you must use their correct APC /DPI, EOR, and Document Reference Number. Of course, you must also use your correct APC/DPI, EOR, and Document Reference Number for your side of the SF 1081.

For all charges/credits to stations not under DSSN 5570 and cross-disbursements, you must use an APC from your database, i.e. an APC for that station and your DPI code.

**Appendix E (continued)**

**TBOs (TRANSACTIONS BY OTHERS)**

TBOs are processed into STANFINS via Type Action 41's (disbursements/collections) or 4L's (accounts receivable collections). The total card must also have the charging DSSN number and T/L number.

KC cards are the summary cards. They are input to match the detail. If they do not match the detail, a reject is created.

The AVK045 Daily TBO Balance List can be viewed on OLRV after every daily. This report shows all the Type Action 41 and 4Ls input. KC cards should be created in STANFINS for every FY and appropriation that shows up on this report. KC cards must also include the DSSN, TL number, and DPI of the DSSN sending the charge.

The AVK045 should be used in conjunction with the TFO/TBO Uncleared List to be sure that what is processed matches what has been charged.

At the end of the month, the 302/304 Report (AVK656) and the 304 TBO Balance Report, Part II (AVK654) are produced in STANFINS. They also can be viewed on OLRV.

For specific guidance on TBO's, contact your OPLOC.

For information and assistance contact the Army National Guard Financial Services Center, Indianapolis.

**Appendix E (continued)**

**AVK 690 – VIABLE**

The AVK 690 – Viable is produced at month end. It is available on OLRV. It is a file of lines for the 112 Report, Schedule 9, and 218 report and is transmitted to Departmental Accounting.

If there are errors you detect, it is possible to make corrections in TAPS (STANFINS) before the file is transmitted.

For information and assistance contact your OPLOC or the Army National Guard Financial Services Center, Indianapolis.